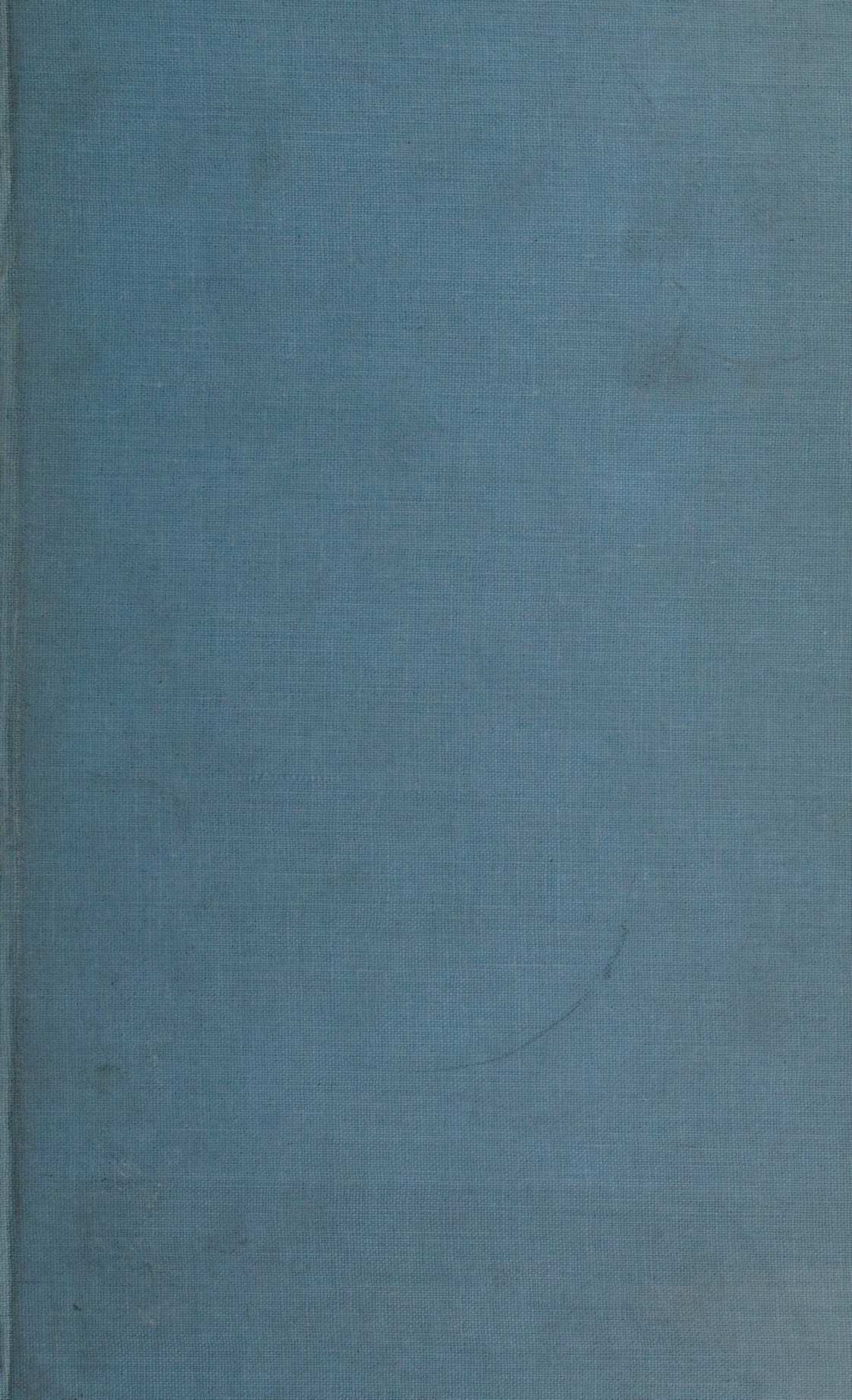


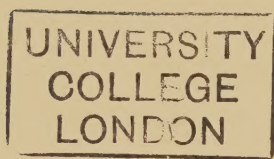


EGHAM



ASLIB YEAR BOOK

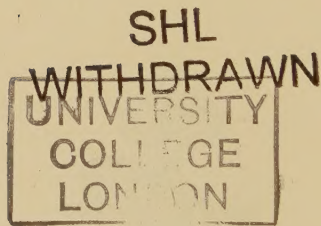
1956-1957



ASLIB
4 Palace Gate, London, W.8
Tel. Knightsbridge 0444

Published 1956

Price 12s. 6d. (10s. to members of Aslib)



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ASLIB
SERVICES AND ACTIVITIES

ASLIB—PAST, PRESENT AND FUTURE

FOR well over thirty years Aslib has been the acknowledged focus of special library activities and of the study of information services in the United Kingdom. Its member organizations, whether they be industrial and commercial firms, universities, Government departments, research establishments, learned societies, technical and professional institutions or public libraries with special interests, are united in a common purpose: to ensure that, through the study of the techniques of recording, organizing and communicating specialized information, the accumulated knowledge of mankind can be mobilized and put to use. By means of day-to-day co-operation between its members and information services of various kinds provided by its headquarters staff Aslib gives practical expression to this ideal.

HISTORICAL

Founded in 1924 as the Association of Special Libraries and Information Bureaux, the organization took as its objective 'the co-ordination and systematic use of sources of knowledge and information in all public affairs, in industry and commerce, and in all the arts and sciences'. Under the same title it was incorporated in 1926 as a company limited by guarantee, and in 1949 it combined with the British Society for International Bibliography to form a new organization with the registered title of Aslib. Inactivity has never been a characteristic of Aslib. In 1925, in company with the Library Association, it gave evidence before the Board of Education's inquiry into the country's public library services. Three years later, helped by a grant from the Carnegie Trust, it compiled and published a guide to sources of specialized information in Great Britain and Ireland; this directory, which rapidly became a standard reference work, is the forerunner of the new *Aslib Directory* now in the press. The 1925 Committee on Patent Law Reform, the development of the National Central Library and the preservation of scientific periodicals from the salvage drive of the second world war can all be traced, in part, to Aslib's activities. The importance of the organization's wartime work—including a microfilming service which helped to overcome the scarcity of foreign technical information and a location index to European journals in this country—was recognized in 1944 when the British Government decided to support Aslib by means of annual and special grants to be administered by H.M. Department of Scientific and Industrial Research. This assistance, together with an extensive development programme for new services and activities, has led to rapid growth and to the acknowledgment, nationally and internationally, of Aslib's authority on information work.

SERVICES

In general, Aslib's services are available only to members of the Association. These services are:

Information Service

Inquiries may be made for information on any subject. Typical of the wide range of matters on which Aslib's help is sought is this list:

References on the anærobic bacterial corrosion of iron and steel.

Details of incentive schemes for lorry drivers.

A list of fashion journals published throughout the world.

Names of manufacturers of machines for making paper clips.

Literature on the Croning process.

Sources of information on early American film stars.

Details of the Portuguese standard method for the determination of saponification values.

On subjects such as these Aslib is not itself an authority, but its knowledge of the myriad sources of information available is comprehensive and it is able either to secure the required information or to indicate the appropriate source from which it can be obtained. In many cases this information is contained in journals or reports of various kinds and, almost invariably, Aslib can arrange for these to be borrowed.

Aslib Library

On one group of subjects, information service and special librarianship, Aslib is itself an authoritative source of information. Its own library is a comprehensive and expanding collection of material on indexing and classification, costs of information services, training facilities for information workers, special library equipment and so on. Most items can be borrowed, all can be consulted on the premises and inquiries can be made on all matters covered by the library stock. Recent inquiries include:

Information on translating machines.

Methods of duplicating catalogue cards.

What is facet analysis?

Nearly 300 different periodicals devoted to special library and information work are received regularly from all parts of the world, and important articles are listed in *Aslib Information* and abstracted in *Journal of Documentation* to help members keep abreast of current ideas and new techniques.

Consultant Service

Authoritative and up-to-date advice can be given on all matters affecting the establishment and conduct of an information service or library. These include accommodation, staffing and equipment, the provision of services, departmental costs, techniques, sources of information and so on. For an organization starting its own library comprehensive plans can be drawn up and their implementation supervised. As with most undertakings, it is wise to start on the right lines, and the consultant service is intended to ensure this.

Aslib Publications

To assist information officers and others in their duties Aslib issues five serial publications and a number of manuals, directories and other types of publication. The serials are:

Aslib Information, a monthly bulletin of Aslib's activities containing current news of information work.

Aslib Book-List, a monthly list of recent scientific and technical books in English which have been recommended by subject specialists.

Aslib Proceedings, a quarterly containing the more important papers read at Aslib meetings.

Journal of Documentation, a quarterly devoted to the techniques of recording, organizing and disseminating specialized information.

Index to theses accepted for higher degrees in the universities of Great Britain and Ireland, an annual classified list based on information supplied by the universities themselves.

All the monthly and quarterly publications are issued free to corporate members; individuals may select according to their subscription rate. In addition, members of all categories may buy at preferential rates Aslib's non-periodical publications. These include the *Handbook of Special Librarianship and Information Work*, the *Aslib Directory: a Guide to Sources of Information in Great Britain and Ireland*, *The Treatment of Special Material in Libraries, Periodicals and Serials: Their Treatment in Special Libraries* and other aids to information work.

Locating Service

Aslib has at its disposal extensive resources for checking bibliographical references and locating copies of journals, reports, pamphlets, books and other material which members may wish to borrow, and the specialist organizations which subscribe to Aslib are nearly all willing to lend material to other members. Between them they cover virtually the whole field of human knowledge.

Photo-copying Service

This service is unique in that it includes location of a copy of the published material which it is desired to copy, and also deals with the question of copyright in addition to providing a copy on paper or on microfilm. A charge is made for this service.

Index to Unpublished Translations

Before committing themselves to the work and expense of having a foreign scientific or technical article translated into English, members are free to ascertain from this index whether a translation is known to be already available for loan or purchase. Details of translations, completed or in prospect, are notified to Aslib by research organizations, Government departments and other establishments in the United Kingdom and the principal countries of the Commonwealth. As with most of Aslib's services, this index can be consulted by telephone in order to save time.

Register of Specialist Translators

Should a translation of any article not be recorded in the index already mentioned it is possible for Aslib to recommend a suitable translator from its register. Nearly 200 translators are registered, and both their linguistic ability and knowledge of their subject have been carefully investigated. All the principal foreign languages and almost all scientific and technical subjects are covered.

Register of Specialist Indexers

This register is organized on similar lines to the register of translators. Its purpose is to provide the services of indexers for part-time *ad hoc* jobs, e.g. the compilation of an index to a book before publication, for which specialized knowledge of indexing techniques is necessary.

Staff Employment Register

Under licence issued by the L.C.C., a register is maintained of vacant posts in special libraries and information departments and of candidates seeking employment. Members wishing to engage staff may apply to Aslib, and the names of candidates offering suitable qualifications will be submitted for consideration. Members are also permitted to advertise vacancies at a nominal charge in *Aslib Information*.

Staff Training

Aslib does not itself organize full-length training courses for information workers but it keeps a watching brief on the courses provided by polytechnics and other institutions and, when necessary, offers its views and advice on the training needs of members. Short introductory courses for new-comers to information work and refresher courses for more experienced staff are, however, arranged from time to time. In addition, courses of lectures are held on selected topics of special interest as and when the demand arises.

A Register of Information Officers is being considered as a qualification for workers in this field and as a guide to employers in recruiting staff for information work.

Conferences and Meetings

The discussion of papers by experts and the informal interchange of ideas with colleagues play an important part in the efficiency of staff. To encourage this form of self-education Aslib organizes throughout each year conferences and meetings on matters of professional interest. The annual conference takes place at a week-end and is usually residential so that individual meetings with colleagues can easily be arranged. Other short conferences on specific subjects are arranged from time to time and, in London, a series of meetings on subjects of broad interest to members is held between September and April. At all meetings members are encouraged to take part in the discussions which follow the reading of papers.

Branches and Groups

Many members find it difficult to come regularly to meetings in London and others can find time only for their specialized interests. To assist both types of member a system of provincial branches and of subject groups has been established. Branches exist in Scotland, the North of England and the Midlands and there are Groups covering Aeronautics, Chemical Industry, Economics, Engineering, Fuel and Power, and Textiles. Not only do the branches and groups arrange meetings on subjects of particular interest to their members, they also undertake co-operative projects of practical value. Their activities thus have a twofold benefit.

International Relations

Through its direct contacts with other organizations in all parts of the world, and as the British representative body in the International Federation for Documentation, Aslib is able to keep its members informed of foreign trends and developments in information work and also to tap, on their behalf, foreign sources of information which might otherwise remain unknown to them. It is also able on occasion to arrange short exchanges between British and foreign librarians to help them gain wider experience.

FUTURE PLANS

Aslib is still developing rapidly in response to the demands of members and to the country's need for exploiting to the full its immeasurable resources in specialized knowledge. The study of the means whereby this latter objective can be achieved through special libraries and information services is Aslib's special responsibility. Investigations and research into factors which could increase the efficiency of these departments will therefore be encouraged. New services of practical value will continue to be introduced as the need dictates and, when adequate headquarters accommodation has been secured, it is planned to extend members' facilities in the form of a model information department, an exhibition of special equipment and a members' room. Aslib has never been slow to champion the interests of its members—witness its prompt representations in connection with the Copyright Bill and the introduction of increased postal rates for books and periodicals in 1955 and 1956. Nor has it played less than its full part in supporting all measures to promote the unrestricted interchange of published information. For knowledge, to be useful, must be made to flow wherever it can be put to work. In that lies Aslib's past, present and future.

THE WORK OF ASLIB

1955

THE WORK OF ASLIB

For the Year ended December, 1955

REPORT of the Council for the year ended 31st December, 1955,
Presented at the Annual General Meeting, 1st June, 1956.

Contents

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- Section B — Premises.*
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Section A—Introduction

A year ago the Council was able to report continued development of Aslib's activities even though some slackening of the tempo had seemed inevitable after the rapid expansion of recent years. This general condition remains equally true of 1955. Public interest in information services, particularly in industry, continued to grow; companies and other organizations, in consequence, joined Aslib at an even higher rate than in 1954. The demand for services also became heavier and, as this report shows, well over 90 per cent of this demand was satisfied. Two major publications, the *Handbook of Special Librarianship and Information Work* and the *Aslib Directory: a guide to sources of information in Great Britain and Ireland*, reached the final stages before publication.

Perhaps the most important development was the Council's decision to establish a Register of Information Officers as a basic qualification for persons engaged in information work. The need for some such qualification had long been expressed by members, but the practical difficulties had been considerable. The joint study of the educational needs of special librarians and information officers which was begun by representatives of Aslib and of the Library Association in 1954 also made good progress towards an examination syllabus acceptable to both bodies.

Two questions of considerable practical interest to members arose towards the end of the year. A new Bill to replace the Copyright Act of 1911 was introduced in the House of Lords, and after the autumn Budget the Postmaster-General announced increases in postal charges virtually doubling the cost of sending books through the post. The new Copyright Bill made specific provision for photo-copying copyright material by libraries without infringing the copyright, in addition to that permissible as 'fair dealing'. It was felt that the conditions under which such copying was provided for were so narrowly defined as to hamper libraries in their services to readers without affording additional protection to copyright owners; and at the suggestion of Aslib, the Standing Conference of National and University Libraries and the Library Association, a number of amendments were moved in the House of Lords. Certain small improvements were made but the main objections were not met. In the case of the increased postal charges for books, Aslib called attention in *The Times* to the adverse effect of the new charges on inter-lending between libraries and also took part in a deputation to the Postmaster-General. These representations were, however, fruitless.

Section B—Premises

Because of expansion, the need to acquire more spacious premises has become acute during the past two years. One additional room in the present building has been acquired but no further expansion is possible. Meanwhile, not only does the work go on in crowded conditions, certain planned developments such as the installation of a standing exhibition of library equipment cannot be undertaken until more space is available.

The Council has considered various possibilities including the rental of additional property in the Palace Gate area, purchasing a property on mortgage and launching a building fund appeal, and numerous properties have been inspected. Rents are, however, still extremely high and not all properties are adaptable to Aslib's needs. The search is therefore continuing.

Section C—Finance

In spite of continued inflation the financial results of the year were again satisfactory. Gross income rose from £28,333 in 1954 to £31,282, new membership subscriptions and grant accounting for £1,902 of this increase.

It is encouraging that subscription revenue still continued to increase and that grant-earning subscriptions alone rose by £1,177. The latter, with three years in hand, were only £1,316 short of the £11,500 which is the maximum that can earn grant at the end of the present five-year grant period in 1958. Income from the documentary reproduction service increased by £502 as against an increase of £379 in the net cost of having the photo-copies and microfilms made. Publication of *The treatment of special material in libraries* and of the second volume of the index to university theses led to only a slight increase in income from the sale of special publications, since both were received from the printer just

before the end of the year, but their delivery increased the value of publications stocks held from £954 to £2,202. The main financial benefit from these two publications will therefore be felt in 1956. In two respects receipts were lower than in 1954. First, income from the sale of the *Book-List*, *Journal of Documentation* and *Aslib Proceedings* dropped by £661, but a true comparison is not possible because the accounts for 1954 included certain subscription renewals which properly belonged to 1955. Secondly, receipts from the Consultant Service fell from £1,363 to £690; this is not regarded as significant, since the service has operated for only two years and it is too early to estimate what its annual pattern is likely to be.

An all-round rise in costs of almost 10 per cent over 1954 figures is reflected in the expenditure figures. The substantial increases in expenditure on stationery and postage, however, are mainly due to increased membership and activities, including publicity. The cost of staff salaries rose from £10,186 in 1954 to £11,589. Most of this increase was caused by the recruitment of two additional persons, bringing the total staff to twenty-nine, but it was also found that few members of staff who left could be replaced at the salary levels operative a year earlier. The cost of printing the *Book-List*, *Journal of Documentation* and *Aslib Proceedings*, after a substantial reduction achieved in 1954, rose again to almost the same level as in 1953. Part of this increase, however, can be attributed to larger issues; the Conference number of *Aslib Proceedings*, for example, was exceptionally large. No comparison is possible in respect of the cost of the Annual Conference, since, in 1954, delegates made their own arrangements for accommodation whereas, in 1955, an inclusive charge was made.

Certain items on the Balance Sheet and Appropriation Account are worthy of note. It will be seen that surveyor's fees of £82 were incurred in the search for new headquarters, a problem dealt with at greater length elsewhere in this report. Invested funds remained at £5,252 as in 1954, but this does not reflect an intention to leave the investments at their present level. It is considered necessary to have investments at least equal to £7,400, the reserve for depreciation of furniture and the reserve for building and general contingencies. As will be seen from the Balance Sheet, grant amounting to £2,550 was available for consideration in this connection. Amounts outstanding for publications and services are shown as £3,235, compared with £1,481 at the end of 1954. This figure need cause no concern, since £1,760 are accounted for by equipment purchased on behalf of a client under the Consultant Service and recouped in 1956.

Section D—Membership

The membership increased by 156, compared with 148 in 1954, bringing the total to 1,887, compared with 1,731 at the end of the previous year. The largest single category, industrial and commercial firms, increased by 104, compared with 74 in the previous year, and brought the total number of members in this class to 639. This is not only encouraging for Aslib; it is also some indication of industry's growing

appreciation of its need for information services. Eighteen of the new industrial members joined as a result of Aslib's participation in the Engineering, Marine and Welding Exhibition at Olympia in September. Another welcome development was the accession of six technical colleges, bringing the total to twenty-seven. The table shows the number of members in each of six categories at the end of the year.

	1955	1954
Industrial and commercial	639	535
Government Departments and Government-sponsored organizations	200	195
Public and National Libraries	207	200
Universities and Colleges	193	174
Other non-profit-making organizations. (Learned Societies, Trade Associations, etc.)	259	247
Individuals.	389	380
TOTAL	1,887	1,731

From the staff employment register, which is maintained by the membership section, it was possible to fill 65 of the 224 vacancies in special libraries and information departments notified. The following table shows a marked increase in the number of vacancies and a decrease in the number of candidates compared with the two preceding years:

	1955	1954	1953
Vacancies Notified	224	152	156
Candidates Registered	281	372	308
Vacancies Filled	65	62	53

Section E—Conferences and Meetings

To solve the perennial problem of finding adequate residential accommodation for all delegates under one roof the Annual Conference was, for the first time, held at a seaside hotel, the Norbreck Hydro, Blackpool. This proved so enjoyable that it was decided to choose a similar meeting place, the Metropole Hotel, Brighton, in 1956. Sir Raymond Streat, who,

with Lady Streat, spent the week-end with delegates, gave the title 'Information and Efficiency' to his presidential address, and Sir Arthur Elton presented a paper on 'Film as source material for history' which was summarized in *The Times* and which has been widely recognized as a major contribution to the problem of preserving and utilizing the nation's documentary film resources. Both papers, together with others presented at the Conference and notes on the Conference exhibition, were published in *Aslib Proceedings*, vol. 7, no. 4.

Appointments Officers from all but a few universities in the United Kingdom and representatives of a number of other educational institutions and associations attended a meeting in March to hear about careers in information work. The meeting has since resulted in still closer co-operation between the universities and Aslib in placing young graduates in special libraries and information departments.

As in 1954, the London winter meetings were held in the lecture theatre of the Royal Society of Arts. The following papers were presented and discussed; those subsequently published appear in the issue of *Aslib Proceedings* indicated:

- January: 'The Work of the Indian National Scientific Documentation Centre', by Mr. Joe Reid.
 'The Translation of Scientific Material: A Symposium.'
 I 'Translations—How they are being tackled', by Miss H. Thornton.
 II 'Translations in the Science Museum Library', by Mr. A. Thompson.
 III 'Commonwealth Index to Unpublished Translations and Aslib Panel of Specialist Translators', by Mrs. E. Mackiewicz.
 IV 'The D.S.I.R. and Translations', by Miss V. J. Gorton.
 (*Aslib Proceedings*, vol. 7, no. 2.)
- February: 'A New Look at Library Literature—or Why Write about Information Work?' by Mr. J. Bird. (*Aslib Proceedings*, vol. 7, no. 2.)
- March: 'Recent U.D.C. Developments', by Mr. G. A. Lloyd, Mr. B. Agard Evans and Mr. J. P. Saville. (*Aslib Proceedings*, vol. 7, no. 3.)
- April: 'Classification and Storage of Pictorial Material', by Mr. C. H. Gibbs-Smith.
- September: 'Zatocoding and Development in Information Retrieval', by Mr. C. N. Mooers. Aslib Aeronautical Group Meeting with Headquarters. (*Aslib Proceedings*, vol. 8, no. 1.)
- October: 'The Future of Public Technological Library Services: Should a New Public Technical Library Service be based on the Technical Colleges?' by Dr. D. J. Urquhart. Jointly arranged with the London Group of the

Library Association's University and Research Section and with its sub-section Colleges of Technology and Further Education. (*Aslib Proceedings*, vol. 8, no. 1.)

November: 'The Chemical Abstracts Service and its plans', by Dr. E. J. Crane. (*Aslib Proceedings*, vol. 8, no. 1.)

December: Discussion on Information Bulletins: their Contents and Function, by Dr. E. Brewin, Miss B. M. Brown, Mr. F. P. Stevens and Mrs. E. E. Stowell. Aslib Economics Group with Headquarters. (A report to be published in a forthcoming issue of *Aslib Proceedings*.)

For the first time the Annual General Meeting was preceded by a members' luncheon. These were held at the Trocadero Restaurant, London, and, in spite of a railway strike which made travel from the provinces almost impossible, about sixty members attended. The retiring President, Dr. Barbara Wootton, took the Chair at the luncheon and Sir William Haley, Editor of *The Times*, attended as Guest of Honour in company with Lady Haley. After lunch, Sir William spoke informally about some of the problems and possibilities of newspapers, sound broadcasting and television as media of communication.

Section F—Education

Discussions directed towards an agreed examination syllabus for special librarians and information officers continued with the Library Association throughout the year; a considerable measure of agreement was reached not only on the content of the syllabus but also on means of ensuring that any resulting syllabus was, and continued to be, interpreted in accordance with current needs. The University of London School of Librarianship and Archives was also invited to consider the possibility of establishing a new diploma course based on a model syllabus drawn up by the Aslib Education Committee and referred to in the Council's Report for 1954; this matter is still under consideration by the university authorities. It is interesting to note that the International Federation for Documentation, meeting in Brussels in September, adopted a resolution urging national members to consider the possibility of establishing training facilities for information officers separate from those for librarians.

A major development was the Council's decision to establish a Register of Information Officers, admission to which was intended to become a basic qualification for senior information officers. This form of qualification was thought to be more appropriate than membership of a new institution, such as an Information Scientists' Institute, which, as recorded last year, formed the basis of the request for a qualification submitted to the Council by a number of members of Aslib. Work began on the preparation of plans for giving effect to the Council's decision.

As in each year since 1952, two short courses for information workers were held by Aslib, one for new-comers to the work and one for senior staff. The new-entrants' course, intended as an encouragement to further

systematic study, was attended by sixty-one students. The senior course, on 'Editing and publishing in information departments and special libraries', attracted no less than seventy-eight students, no doubt because, although the subject is one not frequently dealt with in librarianship courses, information officers are being called upon more and more to assist in the preparation of material for the Press and to assume responsibility for the production and distribution of internal research reports and other documents. In response to demands expressed during the course, work has begun on a handbook of editorial work and publishing for persons working in libraries and information departments.

Section G—Information Service and Library

The demand made on these services continued to increase, the number of inquiries received rising from 12,917 in 1954 to 15,886. In addition, 6,340 orders for microfilms and photo-copies were received, 1,919 loans were made from the Aslib Library, and 234 requests for the services of specialist translators and 14 for specialist indexers were satisfied, making a total of 24,393 transactions.

Inquiries received by the Information Department fell into the following categories:

<i>Type of Inquiry</i>	1955	1954	1953
Bibliographical inquiries and requests for information and sources ..	5,460	5,381	5,012
Requests for help in borrowing material	7,722	5,687	5,214
Use of Commonwealth Translations Index	2,704	1,849	1,256
TOTAL	15,886	12,917	11,482

It is an encouraging sign that, in spite of the constantly increasing complexity of the inquiries received, failure to provide the assistance wanted by members occurred in only 8.5 per cent of the cases handled. The following tables show how the inquiries received were disposed of:

Bibliographical inquiries and requests for information on special subjects—
5,460 inquiries per cent

Answered from Aslib's resources	53
Referred to appropriate external source	16
Information obtained by Aslib from external source	13
Lengthy bibliographical search conducted	10
No information available	8
TOTAL	100

Requests for help in borrowing material—7,722 inquiries

	per cent
Located in Science Museum Library	36
Located in Special and College Libraries	34
Photo-copy offered instead of loan	7
Located in D.S.I.R. libraries	7
Located in Public Libraries	6
Borrowed through National Central Library	1
No location found	9
TOTAL	100

Commonwealth Translations Index

The number of translations recorded rose by 5,438 to just over 17,000, partly as a result of a further increase in the number of co-operating organizations. Of the 2,704 checks made, 332 resulted in the location of an existing translation. This represents a positive result in 12.3 per cent of checks, compared with 7.4 per cent in 1954 and 7.7 per cent in 1953. Assuming the average cost of a scientific translation to be £30, the Index represents a saving of approximately £10,000 in 1955, in addition to avoidance of delays. The British Commonwealth Scientific Offices are now providing entries for translations from Russian into French, and a number of reliable commercial agencies in the United Kingdom and the U.S.A. are reporting translations available for purchase.

Document Reproduction Service

The number of orders received rose from 6,140 in 1954 to 6,340 in 1955. In only 476 cases, or 7.3 per cent of the total, was it impossible to provide the material required. In spite of increases in the cost of micro-filming and photo-copying it was decided not to raise at present the charge made to members, but a reconsideration of this decision may become necessary during 1956. Friendly relationships were established during the year with a number of additional foreign documentation centres, and it is now possible to obtain copies of material published in most countries.

Register of Specialist Translators

This register was not expanded as a matter of deliberate policy, but the number of translators registered did increase from 158 to 175. This reflects a growth of interest in translation, to which the activities of the Textile and Engineering Groups, as well as the foundation of an International Federation of Translators, bear witness. Introductions numbered 234, compared with 265 in 1954.

Register of Specialist Indexers

Eight new indexers were registered, bringing the total to forty, and introductions were made in fourteen instances, compared with thirteen

THE WORK OF ASLIB, 1955

in 1954. This register was opened at the end of 1953, partly to provide a service for members and partly to focus attention on the need for higher standards of subject indexing. It is still too early to attempt an assessment of its achievement in either direction.

Aslib Library

Although the lack of space makes it virtually impossible for members to read in the library, postal loans continued at almost identically the same level as in 1954. The table shows the number of loans, accessions and periodical titles taken:

	1955	1954	1953
Loans from library	1,919	1,920	1,872
Periodicals taken (titles)	276	203	170
Books added	377	346	395
Pamphlets added	156	164	147
Reports, etc., added	179	1,254	906
Miscellaneous items added	898		

Consultant Service

Interest in this service remained at much the same level as in the previous year. Several commissions started in 1954 were completed and seven new ones—the same number as in 1954—were undertaken. Five of these were of a comparatively modest nature; two involved extensive planning of layout, equipment, staffing and services. This service has proved to be of interest not only to the organization setting up an information department for the first time but also to those with libraries or information services in need of radical reorganization. In certain cases it has been possible to install an experienced information officer for a short term to plan the development of a service and then to hand it over to an established member of the staff of the organization. An analysis made of ten commissions in December showed that in three cases clients had been advised to employ a qualified librarian, while in the remainder the need had been for either specialized experience or for knowledge of a particular subject or industry plus experience in collating and presenting facts.

Section H—International Relations

The main international event of the year was the International Congress of Libraries and Documentation Centres, held in Brussels in

September under the auspices of the International Federation for Documentation—of which Aslib is the British national member—the International Federation of Library Associations and the International Association of Music Libraries. About a dozen members of Aslib attended the Congress and nine papers were submitted by members at Aslib's suggestion. These were concerned with the themes of three of the F.I.D. discussion sessions—professional training, general and special classifications, and the role of documentation in the productivity drive. The Council records with pleasure the election of Dr. Alexander King as President of the F.I.D. during the Congress.

Further progress was made with the revision of *Index Bibliographicus, Part I (Science and Technology)* on behalf of the F.I.D. Unfortunately it was not possible to complete the revision because entries awaited from a number of other countries were not received. The issue of this publication is to be assisted by a subvention from Unesco to the F.I.D. At Aslib's suggestion the F.I.D. also requested Unesco to consider the possibility of allocating funds for research into current trends in classification with special reference to facet analysis, but so far no decision has been reached on this point.

As in previous years, many visitors to Aslib came from overseas. In furtherance of its policy of promoting international contacts among librarians, Aslib was instrumental in effecting an exchange between the University of Edinburgh and the Massachusetts Institute of Technology, and in arranging for a British information officer to work in the library of Lehigh University, Bethlehem, Pennsylvania, U.S.A. Both arrangements were regarded as highly satisfactory. Assistance was also given to the British Council and other bodies in arranging visits for foreign librarians studying in this country.

Section I—Publications

As foreshadowed in last year's Report, preparatory work on two major publications was completed during 1955. Final proofs of the *Handbook of special librarianship and information work*, edited by W. Ashworth, B.Sc., F.L.A., were passed by early December but, because of a crisis in the printing trade, bound copies were not received until towards the end of January, 1956. Work was also completed on the new *Aslib Directory* and the bulk of the material was sent to the printer. Because of the large number of entries and the full indexes it was decided to publish this work in two volumes.

Mr. R. L. Collison prepared a revised and enlarged edition of *Cataloguing, arrangement and filing of special material in special libraries*, first published in 1950 as vol. 2 in the Aslib manuals series. This new edition was published in October under the title *The treatment of special material in libraries* and was well received. After considerable delay caused by the difficulty of classifying thesis material, Volume II of the *Index to theses accepted for higher degrees in the universities of Great Britain and Ireland* was published in December. Many universities are now assisting this project by providing additional information as an aid to classification, and it is

planned to ensure speedier publication of future volumes. As a result of a suggestion made at the Aslib senior study course recorded in Section F of this Report, work began on a handbook for library staff concerned with editorial and publishing matters. Plans were also made for the publication of an Aslib Year Book, to be issued as soon as possible after the Annual General Meeting.

The number of copies distributed of the *Book-List*, *Journal of Documentation* and *Aslib Proceedings* continued to increase. It is hoped that sales of the *Book-List* will be further stimulated by improvements in format and content, in particular the inclusion of brief annotations, planned for the 1956 issues. Revenue from the sale of advertisement space was £677, compared with £766 in 1954.

Section J—Branches

The three local branches continued to provide facilities for contacts between members in their respective areas, the Midlands Branch in particular organizing a full programme of meetings and visits. The first meeting of the year organized by this branch was held jointly with the Coventry Information Group and a paper entitled 'The place of documentation in production' was presented by Mr. B. Agard Evans. Other papers were given during the year by Mr. C. W. Hanson on 'Some unsolved problems in information and special library work', by Miss Barbara Kyle on 'The rights of readers and the duties of librarians' (*Aslib Proceedings*, vol. 8, no. 1) and by Mr. Jack Bird on 'Periodicals in library education' (*Aslib Proceedings*, vol. 8, no. 1). An experiment which aroused some interest was the publication of a diary of forthcoming events in the Midlands of interest to librarians and information officers. In May some forty members of the branch visited the library and laboratories of the Production Engineering Research Association; the visit was organized jointly by the branch and the West Midland Group of the Reference and Special Libraries Section of the Library Association.

Visits to research laboratories also proved popular with the Northern and Scottish Branches. A party of thirty-four members of the former was welcomed to the Swinden Laboratories of the United Steel Companies, Ltd., the Library and Information Section of which serves the whole group of companies as well as the Research and Development Department. In Scotland a number of branch members visited the D.S.I.R. Mechanical Engineering Research Laboratories at East Kilbride and the Nobel Division of Imperial Chemical Industries, Ltd. After the Annual General Meeting of the Northern Branch some thirty members and a similar number of students of the Manchester College of Technology heard an informative talk by Mr. Rolf Jacoby, Public Affairs Officer at the American Information Centre, Manchester, on the information facilities of the U.S. Information Services in the North of England. One of the most successful conferences ever held by the Northern Branch took place in March at the Manchester City Library. The papers, two of which appeared in *Aslib Proceedings*, vol. 7, no. 3, examined mainly the library facilities available to industry in and near Manchester, but Mr. R. Bright-

man discussed the need for regional library services and a national science lending library. The conference included visits to the Sunnyside Stitching & Knitting Co., Ltd., and to Clayton Dyestuffs, Ltd. In accordance with its usual custom, the Scottish Branch combined its Annual General Meeting with a one-day conference. These events took place at the Mitchell Library, Glasgow, and papers were given by Dr. B. J. A. Bard on the work of the National Research Development Corporation and by Mr. F. W. Gravell on patents and the Patent Office Library. A symposium on the treatment and circulation of periodicals was also included in the programme, the participants being Miss E. V. Handlen, Librarian, St. Andrew's House, Mr. A. Liddle, Librarian, Messrs. Babcock & Wilcox, Ltd., and Mr. J. K. R. Pirie, Librarian, Mechanical Engineering Research Laboratory, D.S.I.R.

Section K—Groups

The Aslib subject groups have proved themselves active media for the development of special interests. The Engineering Group, now numerically the largest, held two meetings in addition to a members' luncheon preceding the group's Annual General Meeting. At the first, Mr. Austen Albu, M.P., spoke on 'The role of information in the relations between Government and Industry' and, at the second, Mr. P. F. Fletcher described some of the problems encountered in the construction of atomic power stations. Members concerned with the translation of foreign literature on electrical subjects gave a warm welcome to the group's new *Electrical Translators' Bulletin*, three issues of which appeared during the year.

In April the Aeronautical Group held a joint conference at Cranfield with the Classification Research Group. One interesting result was a proposal for a programme of research into information retrieval. The Group also gave some attention to the punched cards issued by the Dutch Nationaal Luchtvaartlaboratorium and the U.D.C. extension proposals in the field of aeronautics. The first of the Aslib winter meetings after the summer break was arranged by the group in September, when Mr. Calvin Mooers described his Zatocoding system of information retrieval.

A short bibliography of guides to overseas fuel and power organizations was prepared by the Fuel and Power Group, which also started to compile, for issue to members in 1956, a group union list of periodical holdings. Like the Engineering Group, this group is preoccupied with the problems connected with translation of foreign material. Attempts to secure information about translations made in U.S.A. were less fruitful than had been hoped, but more members of the group undertook to notify Aslib of their translations, in progress or completed, for inclusion in the Commonwealth Index of Translations. Other activities of the group were a day's visit to the Atomic Energy Research Establishment at Harwell and a meeting to which members of the Chemical and Engineering Groups were invited and at which Dr. N. E. Pettitt, of the D.S.I.R. Fuel Research Station, read a paper on 'Bibliographical sources of fuel and power statistics'.

The *Textile Translators' Forum*, started by the Textile Group in 1954, unfortunately came to an end because of lack of material. It had, however, served a useful purpose in putting members who need terminological information in touch with suitable sources of supply. The group's scheme for the exchange of unwanted periodicals continued to work satisfactorily. Much of the group committee's time was devoted to the organization of a conference to be held jointly with the Textile Institute in Manchester in March, 1956.

The Economics Group began work on two projects, a directory of members, containing details of their libraries, and a union list of economics journals in German. The former was completed in January, 1956. Two meetings were also held: at the first, Mr. A. Cutts-Watson spoke about trade with Latin America (a summary of this paper will appear in *Aslib Proceedings*, vol. 8, no. 2) and, at the second (mentioned in Section E), four members of the group described the contents of, and the methods of compiling and distributing, their information bulletins. A second introductory course for junior staff, on the lines of the visits and lectures which had proved so popular during the previous year, was well supported.

These varied activities represent the fruits of much voluntary effort by the members of the group committees, and the Council wishes to record its appreciation of their work. The need now is for more members with enthusiasm to develop the useful programmes of group activities that have been initiated.

Section L—Staff

The Council wishes to express its appreciation of the loyal service given by the Director and staff in conditions now reminiscent of the crowded quarters occupied in Bloomsbury Street until the end of 1949. Their number had risen to twenty-nine by the end of the year. One important change was the appointment of Dr. D. J. Campbell, Librarian of the Institute of Cancer Research, to be Assistant Director in succession to Mr. L. J. Anthony, who became Assistant Librarian of the Atomic Energy Research Establishment, Harwell.

For and on behalf of the Council,

BARBARA KYLE, *Chairman*.

J. E. WRIGHT, *Hon. Treasurer*.

J. LANCASTER-JONES, *Hon. Secretary*.

LESLIE WILSON, *Director*.

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31st DECEMBER, 1955

C	1954		1955	
	£	£	£	£
SALARIES				
Aslib Contribution to Staff Superannuation	10,186	11,389		
Scheme	375	472		
Aslib proportion of National Insurance Contributions	484	322		
	11,045	12,383		
RENT AND GENERAL OFFICE EXPENSES:				
Rent and Excess Rates	1,021	1,050		
Light and Heat	89	101		
Cleaning and Household Expenses	207	258		
Stationery	1,010	1,402		
Telephone	281	334		
Postage	1,407	1,631		
Travelling Expenses	731	642		
Office Expenses	47	141		
Publicity	299	343		
Office Repairs and Decoration	52	62		
Maintenance and Repair of Machines, etc.	94	125		
Insurance	29	34		
Bank Charges	51	53		
Professional Charges	63	63		
Audit Fee	53	53		
	5,434	6,292		
GRANTS TO ASLIB BRANCHES AND GROUPS				
	89	100		
SUBSCRIPTIONS—F.I.D. Sundry Societies				
	175	165		
	10	10		
	185	175		
DOCUMENTARY REPRODUCTION COST				
ANNUAL CONFERENCE	1,350	1,729		
COURSES AND MEETINGS:	1,081	2,557		
New Entrants	42	60		
Advanced	29	44		
Winter Meetings	32	93		
Sundry	—	30		
	1,184	227		
ANNUAL GENERAL MEETING	12	2,384		
		36		
MEMBERSHIP SUBSCRIPTIONS:				
Grant earning	9,007	10,184		
Non Grant earning:				
British	185	189		
Foreign	1,806	1,977		
	10,998	12,350		
DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH, GRANTS AND CONTRACTS:				
Revenue Grant	5,750	6,300		
(Special Grants)	200	—		
Translation Index Contract	350	350		
	6,300	6,650		
OTHER CONTRACTS:				
British Council	350	350		
British Union Catalogue of Periodicals	25	25		
	375	375		
FEES FOR SERVICES:				
Consultant Services	1,363	690		
Documentary Reproduction	3,497	3,999		
Translators' Panel	83	94		
Staff Register	27	25		
	4,970	4,808		
CONFERENCE FEES:				
FEES FOR COURSES:	1,140	1,901		
New Entrants	131	220		
Advanced	320	317		
	1,591	537		
		2,438		

954	STOCKS OF PUBLICATIONS AND EXPENDITURE brought forward at 1st January, 1955	954
539	PUBLICATION COST DURING THE YEAR:	
935	Book List	599
859	Journal of Documentation	1,094
294	Proceedings	1,127
158	Bulletin	333
—	Aslib Directory	413
33	Cumulative Book List	5
261	Index to Theses	810
109	(Membership List)	—
—	Work of Aslib	83
—	Cataloguing, Arrangement and Filing	72
—	Careers in Information Work	44
—	Aslib Handbook of Special Librarianship	6
—	Treatment of Special Material in Libraries	330
45	Sundry Material	8
4,217	(Advertising Aslib Publications)	5,878
32	REFERENCE MATERIAL	—
248	BAD DEBTS WRITTEN OFF	300
22	EXCESS OF INCOME OVER EXPENDITURE	78
4,515	for the year carried to Appropriation Account	1,927
£28,333		£31,282
	APPROPRIATION ACCOUNT	
1954	RESERVE FOR REPLACEMENT OF FURNITURE, FITTINGS AND EQUIPMENT:	£
298	Allocation for the year to date	312
6,000	SURVEYOR'S FEES re NEW OFFICES	82
3,619	(Transfer to General Reserve)	—
£9,917	BALANCE AS AT 31ST DECEMBER, 1955, carried forward	5,204
		£5,598

LIST OF MEMBERS

LIST OF MEMBERS

- A.A.L. Liverpool & District Division**, Library, c/o College of Commerce, 79 Tithebarn Street, Liverpool, 3. Tel: Central 6897. *Representative*: W. H. SNAPE (Hon. Librarian).
- Aberdeen University College**, King's College, Aberdeen. Tel: Aberdeen 45251. *Representative*: Dr. W. DOUGLAS SIMPSON, M.A., D.Litt. (Librarian).
- Academic Books, Ltd.**, 129 Queensway, W.2. Tel: Bayswater 3149. *Representative*: F. W. MORGAN (Manager).
- Acton Public Libraries**, High Street, Acton, W.3. Tel: Acton 3295-6. *Representative*: ROY D. RATES (Borough Librarian).
- Acton Technical College Library**, High Street, Acton, London, W.3. Tel: Acton 3248, Ext. 14. *Representative*: Miss M. E. FAZAKERLEY, B.A., A.L.A. (Librarian).
- Adelphi Films, Ltd.**, 187 Wardour Street, London, W.1. Tel: Gerrard 7026. *Representative*: STANLEY DENT (Secretary).
- Administrative Staff College**, Greenlands, Henley-on-Thames, Oxon. Tel: Henley 1000. *Representative*: Temporarily Vacant.
- Admiralty Centre for Scientific Information and Liaison**, Tel: Abbey 7020. *Representative*: H. L. R. HINKLEY (Librarian).
- Admiralty, Civil Engineer-in-Chief's Department**, Chamberlain Way, Pinner, Middx. Tel: Pinner 7400. *Representative*: H. WOLF (Superintending Civil Engineer).
- Admiralty, Engineer-in-Chief's Department**, Technical Library and Information Centre, Admiralty Offices, Foxhill, Bath, Somerset. Tel: Bath, Tennyson 0101, Ext. 0669. *Representative*: C. J. LEWIS (Librarian).
- Admiralty, Naval Construction Department**, Admiralty Offices, Foxhill, Bath, Somerset. Tel: Bath, Tennyson 0343. *Representative*: A. FLETCHER, M.Sc., M.I.N.A. (Officer-in-Charge, Technical Information Centre).
- Admiralty, Naval Ordnance Department** (Technical Library), Room 87, Block D, Admiralty Offices, Ensleigh, Bath, Somerset. Tel: Bath, Tennyson 1000, Ext. 1613. *Representative*: H. SANDERSON.
- Admiralty, Senior Psychologists Department**, Queen Anne's Mansions, London, S.W.1. Tel: Whitehall 9444, Ext. 631. *Representative*: Lt. (Sp) P. W. W. CAVANAGH (Technical Assistant to Senior Psychologist).
- Advertising Association**, 1 Bell Yard, Fleet Street, London, W.C.2. Tel: Chancery 4783. *Representative*: Miss I. J. HABERER, A.L.A. (Librarian).
- Advisory Group for Aeronautical Research and Development (AGARD)**, Palais de Chaillot, Paris XVI, France. Tel: Passy 33-30. *Representative*: Miss ELIZABETH D. CONNELLY.
- Aeronautical Inspection Directorate (Ministry of Supply)**, Harefield House, Harefield, Middx. Tel: 3161, Ext. 44. *Representative*: Mrs. RUSSELL (Librarian).
- Aeronautical Research Council**, National Physical Laboratory, Teddington, Middx. Tel: Molesey 1380. *Representative*: L. J. JONES (Publications Officer and Technical Librarian).
- Aeroplane & Armament Experimental Establishment (Ministry of Supply)**, Boscombe Down, Amesbury, Wilts. Tel: Amesbury 3331, Ext. 353. *Representative*: Miss I. FLOWER (Science Librarian).
- African Explosives & Chemical Industries, Ltd.**, Research Dept., P.O. Northrand, Transvaal, South Africa. Tel: 53-2331. *Representative*: Miss J. I. PLOWMAN (Librarian).
- Agra University, Agra, India.** *Representative*: Librarian.
- Agricultural Economics Research Institute**, Parks Road, Oxford. Tel: 57775. *Representative*: Miss R. FLINN (Librarian).
- Agricultural Economics Society**, c/o University of Reading, 7 Redlands Road, Reading. Tel: Reading 4474. *Representative*: G. B. BISSET (Honorary Secretary).
- Ahmedabad Textile Industry's Research Association**, Navrangpura, Ahmedabad, 9, India. *Representative*: S. P. PHADNIS (Librarian).
- Aicher, A. A.**, 22 Holland Avenue, Wimbledon, London, S.W.20. Tel: Wimbledon 2150.
- Aicher, Miss R.**, 22 Holland Avenue, Wimbledon, London, S.W.20. Tel: Wimbledon 2150.
- Ainsborough, Everest J., & Associates**, 157 Victoria Street, London, S.W.1. Tel: Tate Gallery 9191.
- Air Ministry Library**, Whitehall Gardens, London, S.W.1. Tel: Trafalgar 8811, Ext. 6806. *Representative*: J. C. NERNEY, I.S.O. (Librarian).
- Air Registration Board**, Chancery House, Chancery Lane, London, W.C.2. Tel: Chancery 2811. *Representative*: A. F. STONEHAM (Librarian).
- Air Trainers, Ltd.**, Bicester Road, Aylesbury, Bucks. Tel: 4611. *Representative*: Mrs. STRANGE (Technical Information Officer).

- Airdrie Public Library**, Wellwynd, Airdrie, Lanarkshire. Tel: 3221. *Representative*: WM. SCOBIE, J.P., A.L.A. (Chief Librarian).
- Ajinomoto Co., Inc.**, 7-1, Takara-cho, Chuo-ku, Tokyo, Japan. Tel: (56) 1131-1139. *Representative*: TOYONOBU DOMEN (President).
- Ajinomoto Co., Inc.**, 10 rue Pergolèse, Paris, XVIe, France. Tel: Pas 48-71. *Representative*: HYOGO FUKAZAWA.
- Aktiebolaget Bofors**, Bofors, Sweden. *Representative*: E. TROELL, Dr. Sci. (Librarian).
- Alabama Polytechnic Institute Library**, Auburn, Alabama, U.S.A. Tel: 960. *Representative*: CLYDE HULL CANTRELL (Director of Libraries).
- Albright & Wilson, Ltd.**, 49 Park Lane, London, W.1. Tel: Grosvenor 1311, Ext. 4. *Representative*: F. W. MASHAM (Information Officer).
- Alexander, P.**, 151 Harcourt Street, Reddish, Stockport, Cheshire.
- Allardyce Palmer, Ltd.**, 109 Kingsway, London, W.C.2. Tel: Holborn 9281. *Representative*: Mrs. H. W. POPE (Assistant Secretary).
- Allen & Hanburys, Ltd.**, Ware Mills, Ware, Herts. Tel: Ware 470. *Representative*: Miss F. McKECHNIE (Librarian).
- Allen West & Co., Ltd.**, Brighton, 7. Tel: Brighton 23291. *Representative*: E. B. BABLER (Head of Laboratories).
- Allen, Edgar, & Co., Ltd.**, Imperial Steel Works, Sheffield, 9. Tel: Sheffield 41054. *Representatives*: E. N. SIMONS (Editor), Miss E. BODDY (Assistant to Editor), C. C. LINSTAD (Information Officer).
- Allen, Miss P. M.**, M.A., F.L.A., Medical Department Library, Medical Research Laboratory, Box 141, Nairobi, Kenya, East Africa. Tel: Nairobi 22911.
- Allen, W. H., Sons & Co., Ltd.**, Queens Engineering Works, Bedford. Tel: Bedford 67400. *Representative*: H. NORMAN G. ALLEN (Managing Director).
- Allford, Miss J. M.**, 19 Gordon Road, Swindon, Wilts.
- Aluminium Development Association**, 33 Grosvenor Street, London, W.1. Tel: Mayfair 7501. *Representative*: W. BARNES (Librarian).
- Aluminium Laboratories, Ltd.**, Southam Road, Banbury, Oxon. Tel: Banbury 2821. *Representative*: L. G. PATRICK (Librarian).
- Aluminium Union, Ltd.**, The Adelphi, John Adam Street, Strand, London, W.C.2. Tel: Trafalgar 7878. *Representative*: H. S. F. DAVIS (Information Officer).
- Aluminium Wire & Cable Co., Ltd.**, Port Tennant, Swansea. Tel: Swansea 3991. *Representative*: A. J. SWAIN (Technical Liaison Officer).
- Amalgamated Engineering Union**, 110 Peckham Road, London, S.E.15. Tel: Rodney 4231. *Representative*: G. S. AITKEN (Research Officer).
- Amberger, Rudolf**, Lucile Grahnsstr. 39/3, Munich, 8, Germany.
- American Documentation Institute**, School of Library Science, Western Reserve University, Cleveland, 6, Ohio, U.S.A. *Representative*: G. MILES CONRAD (Secretary).
- American Library**, 41 Grosvenor Square, London, W.1. Tel: Grosvenor 9000. *Representative*: Miss HAFERD (Librarian).
- Anchor Chemical Co., Ltd.**, Clayton, Manchester, 11. Tel: East 2461. *Representative*: JOHN H. CARRINGTON (Technical Director).
- Andrews, H. B.**, 'Crawford', 43 Wansunt Road, Bexley, Kent. Tel: Bexleyheath 3071.
- Anglo-Dal, Ltd.**, New Oxford House, Bloomsbury Way, London, W.C.1. Tel: Holborn 4366. *Representative*: Mrs. J. SEIDENBERG.
- Anthony, Miss M. H.**, 23 Mozart Street, St. Kildare S2, Victoria, Australia.
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Serck Radiators, Ltd.
Sigmund Pumps, Ltd.
Simmonds Aerocessories, Ltd.
Singer Manufacturing Co., Ltd.
Spemby, Ltd.
Stanger, R. H. Harry
Thompson Bros. (Bilston), Ltd.
Thompson, John, (Group), Ltd.
Tube Investments, Ltd.
Tube Investments Research Laboratories
Vickers-Armstrongs (Engineers), Ltd.
Vickers, Ltd.
Vokes, Ltd.
Wellington Tube Works, Ltd.
Whessoe, Ltd.
Wolf Electric Tools, Ltd.
Woodall-Duckham Construction Co., Ltd.

ENGINEERING—AERONAUTICAL

Associations, Institutions, Societies, etc.

Aeronautical Inspector Directorate (Ministry of Supply)
Aeronautical Research Council
Aeroplane & Armament Experimental Establishment
Air Registration Board
College of Aeronautics
Escuela Especial de Ingenieros Aeronauticos
Institute of Aeronautical Sciences
Instituto Nacional de Tecnica Aeronautica
International Civil Aviation Organization
Nationaal Luchtvaart Laboratorium (N.L.L.)
National Gas Turbine Establishment
Royal Aeronautical Society
Royal Aircraft Establishment

Industrial and Commercial Concerns
Air Trainers, Ltd.

Armstrong Siddeley Motors, Ltd.
Armstrong Whitworth, Sir W. G.
Auster Aircraft, Ltd.
Avro Aircraft, Ltd.
Boulton Paul Aircraft, Ltd.
Bristol Aero-Engines, Ltd.
British European Airways
De Havilland Co., Ltd.
English Electric Co., Ltd. (Luton)
Fairey Aviation Company, Ltd.
Folland Aircraft, Ltd.
Godfrey, Sir George, & Partners, Ltd.
Hepworth & Grandage, Ltd.
High Duty Alloys, Ltd.
Hunting Percival Aircraft, Ltd.
International Aeradio, Ltd.
Kut, Dr. S.
Koninklijke Nederlandsche Vliegtuigen-fabriek 'Fokker', N.V.

CLASSIFIED INDEX TO MEMBERS

Lucas, Joseph, (Gas Turbine Equipment),
Ltd.
Napier, D., & Son, Ltd.
Roe, A. V., & Co., Ltd.
Rolls-Royce, Ltd.
Rotol & British Messier, Ltd.
Saunders-Roe, Ltd.

Short Bros. & Harland, Ltd.
Svenska Aeroplan Aktiebolaget
Ultra Electric, Ltd.
United Aircraft Corporation
Vickers-Armstrongs (Aircraft), Ltd.
Wade Engineering, Ltd.

ENGINEERING—AUTOMOBILE

Associations, Institutions, Societies, etc.
Fighting Vehicles Research & Development
Establishment (Ministry of Supply)
Motor Industry Research Association

Industrial and Commercial Concerns
Armstrong Siddeley Motors, Ltd.
Austin Motor Co., Ltd.
Auto Transmissions, Ltd.
Brown, David, Corporation (Sales), Ltd.
Brown, David, Industries, Ltd.
Ford Motor Co., Ltd.
Hepworth & Grandage, Ltd.

Humber, Ltd.
Maudslay Motor Co., Ltd.
Midland Motor Cylinder Co., Ltd.
Rolls-Royce, Ltd.
Rootes Motors, Ltd.
Rover Co., Ltd.
Simms Motor Units, Ltd.
Standard Motor Co.
Vandervell Products, Ltd.
Vauxhall Motors, Ltd.
Wade Engineering, Ltd.
Wakefield, C. C., & Co., Ltd.

ENGINEERING—CHEMICAL, *see* CHEMICAL INDUSTRY AND CHEMISTRY

ENGINEERING—CIVIL

Associations, Institutions, Societies, etc.
Admiralty. Civil Engineer-in-Chief's De-
partment
Building Operations Research Unit
Cement and Concrete Association
Institution of Civil Engineers
Kenya. Public Works Department
Road Research Laboratory (D.S.I.R.)

Industrial and Commercial Concerns
Braithwaite & Co. (Engineers), Ltd.
Cementation Co., Ltd.

Central Water and Power Commission
Costain, Richard, Ltd.
D. & C. William Press, Ltd.
Kellogg International Corporation
Laing, John, & Son, Ltd. Research and
Development Centre
Motherwell Bridge Contracting and Trad-
ing Co., Ltd.
Soil Mechanics, Ltd.
Victoria State Rivers and Water Supply
Commission
Wimpey, George, & Co., Ltd.

ENGINEERING—ELECTRICAL

Associations, Institutions, Societies, etc.
British Electrical and Allied Industries
Research Association
British Electrical and Allied Manufacturers
Association, Inc.
British Electrical Development Association
Electrical Engineers A.S.E.E. Exhibition,
Ltd.
Electrical Research Association
Institution of Electrical Engineers
Post Office Engineer-in-Chief's Library

Industrial and Commercial Concerns
Allen West & Co., Ltd.
Allen, W. H., Sons, & Co., Ltd.
Arrow Electric Switches, Ltd.
ASEA
Associated Electrical Industries
Automatic Telephone & Electric Co., Ltd.
Birlec, Ltd.
British Insulated Callender's Cables, Ltd.

British Thomson-Houston Co., Ltd.
Burndept, Ltd.
C.A.V., Ltd.
General Water and Power Commission
Chloride Electrical Storage Co., Ltd.
Compagnie Générale l'Electricité
Edison Swan Electric Co., Ltd.
Electricity Commission of New South
Wales
Electroflo Meters Co., Ltd.
Enfield Cables, Ltd.
English Electric Co., Ltd.
Ericsson Telephones, Ltd.
Ferguson Pailin, Ltd.
Funditor, Ltd.
General Electric Company, Ltd.
Harland Engineering Company, Ltd.
Hoover, Ltd.
Johnson & Phillips, Ltd.
Lincoln Electric Co., Ltd.
Lorain Products Corporation

Metal Industries Electrical Division, Ltd.
Metropolitan-Vickers Electrical Co., Ltd.
Micanite & Insulators Co., Ltd.
Midgley Harmer, Ltd.
Morphy-Richards, Ltd.
North-Western Electricity Board
Sadir-Carpentier
Siemens Brothers and Co., Ltd.
Standard Telephones and Cables, Ltd.

Telegraph Construction & Maintenance Co., Ltd.
Telephone Manufacturing Company, Ltd.
Thorn Electrical Industries, Ltd.
Turner, Ernest, Electrical Instruments, Ltd.
United Incandescent Lamp and Electrical Co., Ltd.
Veritys, Ltd.
Wego Condenser Co., Ltd.
Westinghouse Brake & Signal Co., Ltd.

ENGINEERING—HYDRAULIC

Associations, Institutions, Societies, etc.
Hydraulics Research Station (D.S.I.R.)

Industrial and Commercial Concerns
Allen, W. H., Sons & Co., Ltd.
Central Water and Power Commission
Funditor, Ltd.
Harland Engineering Company, Ltd.

Hayward Tyler & Co., Ltd.
Lucas, Joseph, (Gas Turbine Equipment), Ltd.
Neyrpic
Rhein-Main-Donau A.G.
Sigmund Pumps, Ltd.
Snowy Mountains Hydro-electric Authority

ENGINEERING—MARINE

Associations, Institutions, Societies, etc.
Institute of Marine Engineers
Parsons & Marine Engineering Turbine Research and Development Association

Industrial and Commercial Concerns
Howden, James, & Co., Ltd.
Parsons, C. A., & Co., Ltd.
Richardsons Westgarth & Co., Ltd.
Veritys, Ltd.

ENGINEERING—MECHANICAL

Associations, Institutions, Societies, etc.
British Engineers Association
British Internal Combustion Engine Research Association
Institution of Mechanical Engineers
Institution of Production Engineers
R.A.E./Westcott

Industrial and Commercial Concerns
Allen, E., & Co.
Allen, W. H., Sons & Co., Ltd.
Babcock & Wilcox Company
Babcock & Wilcox, Ltd.
British Timken, Ltd.
British United Shoe Machinery Co., Ltd.
Brown, David, Industries, Ltd.
C.A.V., Ltd.
Caterpillar Tractor Co.
Chaseside Engineering Co., Ltd.
Coopers Mechanical Joints, Ltd.
D. & C. William Press, Ltd.
Davall, S., & Sons, Ltd.

Davey, Paxman & Co., Ltd.
Edwards High Vacuum, Ltd.
English Electric Co., Ltd. (Whetstone)
Foster Wheeler, Ltd.
Funditor, Ltd.
G.K.N. Group Research Laboratory
Howden, James, & Co., Ltd.
International Combustion (Holdings), Ltd.
Johnson & Phillips, Ltd.
Kent, George, Ltd.
Lansing Bagnall, Ltd.
Midland Motor Cylinder Co., Ltd.
Parsons, C. A., & Co., Ltd.
Ransome & Marles Bearing Co., Ltd.
Richardsons Westgarth & Co., Ltd.
Robey & Co., Ltd.
Simms Motor Units, Ltd.
Strachan & Henshaw, Ltd.
Sutcliffe, Speakman & Co., Ltd.
Taylor Bros. & Co., Ltd.
Vickers-Armstrongs (Engineers), Ltd.
Westinghouse Brake & Signal Co., Ltd.

ENTERTAINMENT, *see* ART AND ENTERTAINMENT

EXPORT AGENTS AND MERCHANTS

Anglo-Dal, Ltd.
Austral Development, Ltd.
Britalian Steel Construction Co.
Campbell, Rex, & Co., Ltd.

Chris Bailie Trading Co., Ltd.
Co-operative Wholesale Society, Ltd.
Coward, William, & Co., Ltd.
Crockett, E. M., Ltd.

CLASSIFIED INDEX TO MEMBERS

Elder, Smith & Co., Ltd.
 Evans, Wm., & Co. (Manchester), Ltd.
 Export Group for the Constructional Industries
 Holt, John, & Company (Liverpool), Ltd.
 Industrial Distributors (Sales), Ltd.

Lyddon & Company, Ltd.
 London Export Corporation, Ltd.
 M.T.D. Copper (Sales), Ltd.
 Marks & Spencer, Ltd.
 Paul, K. S., Ltd.
 United Africa Co., Ltd.

FILMS, *see* ART AND ENTERTAINMENT

FINANCE, *see* BANKING, FINANCE AND INSURANCE

FISHERIES, *see* AGRICULTURE, HORTICULTURE, FORESTRY, FISHERIES

FOOD

Associations, Institutions, Societies, etc.
 Bread Research Institute of Australia
 Brewing Industry Research Foundation
 British Baking Industries Research Association
 British Food Manufacturing Industries Research Association
 Ditton Laboratory (D.S.I.R.)
 Food and Agriculture Organisation of the United Nations
 Food Investigation Organisation (D.S.I.R.)
 Low Temperature Research Station (D.S.I.R.)
 Ministry of Agriculture, Fisheries and Food
 National Institute for Research in Dairying
 Pest Infestation Laboratory (D.S.I.R.)
 Research Association of British Flour Millers
 West African Cacao Research Institute

Industrial and Commercial Concerns
 Ajinomoto Co., Inc.
 Baker Perkins, Ltd.
 Beecham Research Laboratories, Ltd.

Bibby, J., & Sons, Ltd.
 Birmingham Chemical Co., Ltd.
 Bovril, Ltd.
 Britvic, Ltd.
 Brown & Polson, Ltd.
 Bush, W. J., & Co., Ltd.
 Cerebos, Ltd.
 Chappie, Ltd.
 Chivers & Sons, Ltd.
 Dairy Produce Packers, Ltd.
 Denny, Henry, & Sons, Ltd.
 Guinness, Arthur, Son & Co. (Park Royal), Ltd.
 Heinz, H. J., Co., Ltd.
 Lyons, J., & Co., Ltd.
 Molassine Co., Ltd.
 Rowntree & Co., Ltd.
 South African Sugar Association
 Tate & Lyle Research Laboratories
 Unilever, Limited. Food Research Department
 United Dairies Research Laboratory
 Weston Research Laboratories, Ltd.

FORESTRY, *see* AGRICULTURE, HORTICULTURE, FORESTRY, FISHERIES

FUEL AND POWER—GENERAL

Associations, Institutions, Societies, etc.
 British Coal Utilisation Research Association
 British Coke Research Association
 British Electrical and Allied Manufacturers Association, Inc.
 British Electrical Development Association
 Electrical Engineers A.S.E.E. Exhibition, Ltd.
 Electrical Research Association
 Fuel Research Station (D.S.I.R.)
 Gas Council
 Institution of Gas Engineers
 Institution of Mining Engineers
 Ministry of Fuel and Power
 National Industrial Fuel Efficiency Service
 World Power Conference

Industrial and Commercial Concerns
 Calor Gas (Distributing) Co., Ltd.

Cawood, Wharton & Co., Ltd.
 Central Electricity Authority
 Coalite & Chemical Products, Ltd.
 Eastern Electricity Board
 Electricity Commission of New South Wales
 Holmes, W. C., & Co., Ltd.
 International Combustion (Holdings), Ltd.
 National Coal Board
 North Thames Gas Board
 North-Western Electricity Board
 North-Western Gas Board
 Simon-Carves, Ltd.
 Snowy Mountains Hydro-electric Authority
 United Kingdom Atomic Energy Authority.
 Industrial Group
 Victoria State Electricity Commission
 Wales Gas Board
 West's Gas Improvement Co., Ltd.

GEOLOGY AND GEOPHYSICS

Associations, Institutions, Societies, etc.
 Geological Survey and Museum (D.S.I.R.)
 Imperial Institute
 India. Geological Survey
 Institution of Mining and Metallurgy

Industrial and Commercial Concerns
 British Petroleum Co., Ltd. Research
 Station, Kirklington Hall
 Hunting Geophysics, Ltd.
 Soil Mechanics, Ltd.

GAS, *see* FUEL AND POWER

GLASS, *see* CERAMICS, GLASS, CEMENT AND CONCRETE

GOVERNMENT DEPARTMENTS

Aeronautical Inspector Directorate (Ministry of Supply)
 Aeronautical Research Council
 Armament Research and Development Establishment
 Australia. Department of National Development
 Australia. National Standards/Radio Physics Laboratories
 Australia. Weapons Research Establishment
 Belgium. Ministère de la Defense Nationale
 Board of Trade Library
 Building Operations Research Unit
 Building Research Station
 Canada. Defence Research Board
 Canada. National Research Council
 Caribbean Commission
 Central Office of Information
 Chemical Defence Experimental Establishment (Ministry of Supply)
 Chemical Research Laboratory (D.S.I.R.)
 Civil Defence Staff College
 Colonial Office Library
 Commonwealth Relations Office
 Crown Agents for Overseas Governments and Administrations
 Customs and Excise
 Department of the Government Chemist
 Department of Scientific and Industrial Research
 Directorate of Electronic Research and Development (Telecommunications) (Ministry of Supply)
 Directorate of Guided Weapons Research and Development (Ministry of Supply)
 Ditton Laboratory (D.S.I.R.)
 Explosives Research and Development Establishment (Ministry of Supply)
 Fighting Vehicles Research and Development Establishment (Ministry of Supply)
 Fire Offices Committee (D.S.I.R.)
 Food Investigation Organisation (D.S.I.R.)
 Foreign Office Printed Library
 Forest Products Research Laboratory (D.S.I.R.)
 Forestry Commission Library
 France. Commissariat à l'Energie Atomique
 Fuel Research Station (D.S.I.R.)
 Geological Survey and Museum (D.S.I.R.)

Gold Coast. Department of Soil and Land-use Survey
 Home Office
 House of Commons Library
 Hungary. Ministry for Foreign Affairs
 Hydraulics Research Station (D.S.I.R.)
 Imperial Institute
 India. Geological Survey
 India. Ministry of Education
 India. Ministry of Railways
 India. Office of the High Commissioner
 India Office Library
 Inland Revenue Department
 Italy. Alto Commissariato per l'Igiene e la Sanita' Pubblica
 Italy. Consiglio Nazionale delle Ricerche
 Kenya. Public Works Department
 Low Temperature Research Station (D.S.I.R.)
 Meteorological Office Library
 Microbiological Research Establishment (Ministry of Supply)
 Ministry of Agriculture, Fisheries and Food
 Ministry of Defence
 Ministry of Education
 Ministry of Fuel and Power
 Ministry of Health
 Ministry of Housing and Local Government
 Ministry of Labour and National Service.
 Factory Department, Intelligence Branch
 Ministry of Pensions and National Insurance
 Ministry of Supply. Central Library
 Ministry of Supply. T.I.L.
 Ministry of Transport and Civil Aviation
 Ministry of Works Library
 National Agricultural Advisory Service
 National Assistance Board
 National Gas Turbine Establishment
 National Physical Laboratory (D.S.I.R.)
 Nature Conservancy
 New Zealand Department of Scientific and Industrial Research
 New Zealand General Post Office
 Nigeria. Department of Agriculture Regional Research Station
 Nigeria. Department of Commerce and Industries
 Northern Ireland. Department of Industrial and Forensic Science

CLASSIFIED INDEX TO MEMBERS

Norway. Forsvarets Forskningsinstitut
Office of Naval Research
Ordnance Survey Department
Pakistan High Commission Library
Patent Office Library
Pest Infestation Laboratory (D.S.I.R.)
Police College, Coventry
Post Office Engineer-in-Chief's Library
Post Office Library
Prison Commission Pathology Laboratory
R.A.E./Westcott
Radar Research Establishment
Radio Research Station (D.S.I.R.)
Road Research Laboratory (D.S.I.R.)
Royal Arsenal
Royal Botanic Garden
Royal Greenwich Observatory
Safety in Mines Research Establishment
St. Andrew's House Library
Science Museum Library
Scottish Home Department Marine Laboratory

Scottish Machinery Testing Station
Scottish Police College
Services Electronics Research Laboratory
Signals Research and Development Establishment (Ministry of Supply)
South Africa. Council for Scientific and Industrial Research
South Africa. Department of Agriculture
South Africa. Parliament Library
South African Railways
Stationery Office
Statisk Sentralbyras Bibliotek
Sudan Gezira Board
Sudan Ministry of Agriculture
Torry Research Station (D.S.I.R.)
Treasury and Cabinet Office
United States. Department of State
War Office Library
Water Pollution Research Laboratory (D.S.I.R.)

HEATING AND VENTILATING

Associations, Institutions, Societies, etc.
National College for Heating, Ventilating,
Refrigeration and Fan Engineering

Industrial and Commercial Concerns
Irwin, E. G., & Partners, Ltd.
Keith Blackman, Ltd.
Lec Refrigeration Co., Ltd.
Normalair, Ltd.
Tack Air Conditioning, Ltd.

HORTICULTURE, *see* AGRICULTURE, HORTICULTURE, FORESTRY, FISHERIES

INSTRUMENTS

Associations, Institutions, Societies, etc.
British Scientific Instrument Research Association

Industrial and Commercial Concerns
Allen & Hanburys, Ltd.
Cleveland Meters, Ltd.
Cossor, A. C., Ltd.
Davall, S., & Sons, Ltd.
Dawe Instruments, Ltd.
Edison Swan Electric Co., Ltd.
Electroflo Meters Co., Ltd.
Electronic Instruments, Ltd.
Electronic Switchgear (London), Ltd.
Elliott Brothers (London), Ltd.
Elliott, H. J., Ltd.
English Numbering Machines, Ltd.

Ericsson Telephones, Ltd.
Goodmans Industries, Ltd.
H.B. Instrument Company
Hilger & Watts, Ltd.
Kelvin & Hughes, Ltd.
Kent, George, Ltd.
McKechnie Brothers, Ltd.
Megatron, Ltd.
Nash & Thompson, Ltd.
Racal Engineering, Ltd.
Sadir-Carpentier
Simmonds Aerocessories, Ltd.
Solartron Electronic Group
Sperry Gyroscope Co., Ltd.
Standard Telephones and Cables, Ltd.
Sunvic Controls, Ltd.
Turner, Ernest, Electrical Instruments, Ltd.

INSURANCE, *see* BANKING, FINANCE AND INSURANCE

INTERNATIONAL RELATIONS

American Library
British Council. Book Department
British Council Representative. Rome
Ciba Foundation
Colonial Office Library

Commonwealth Relations Office
English Speaking Union
Foreign Office Printed Library
Germany. Consulate-General of the Federal Republic

Hispanic and Luso-Brazilian Councils
 Hungary. Ministry for Foreign Affairs
 India. Office of the High Commissioner
 India Office Library
 International African Institute
 International Civil Aviation Organization
 International Labour Office
 Inter-University Council for Higher Education
 London Electric Wire Co. & Smiths, Ltd.
 Lucis Trust, Ltd.
 Pakistan High Commission Library
 Royal Empire Society
 Royal Institute of International Affairs
 Rumanian Legation
 Society for Cultural Relations with the U.S.S.R.
 Unesco. Centro de Co-operacion Cientifica para America Latina
 Unesco Library
 Unesco. Middle East Science Co-operation Office
 Unesco. Science Co-operation Office for South-East Asia
 United Nations Library
 World Power Conference. International Executive Council

LEARNED SOCIETIES AND RESEARCH INSTITUTIONS

Atomic Energy Research Establishment
 Australia. Commonwealth Scientific and Industrial Research Organisation
 Australia. National Standards/Radio Physics Laboratories
 Battelle Institute, Ltd.
 Battelle Memorial Institute Library
 British Boot, Shoe and Allied Trades Research Association
 British Cast Iron Research Association
 British Ceramic Research Association
 British Coal Utilisation Research Association
 British Coke Research Association
 British Cotton Industry Research Association
 British Council. Book Department
 British Council. Science Library
 British Electrical and Allied Industries Research Association
 British Food Manufacturing. Industries Research Association
 British Glass Industry Research Association
 British Hat and Allied Feltmakers Research Association
 British Hydromechanics Research Association
 British Institute of Management
 British Internal Combustion Engine Research Association
 British Iron and Steel Research Association
 British Jute Trade Research Association
 British Launderers' Research Association
 British Non-Ferrous Metals Research Association
 British Paper and Board Industry Research Association
 British Rayon Research Association
 British Rubber Producers' Research Association
 British Scientific Instrument Research Association
 British Shipbuilding Research Association
 British Standards Institution
 British Steel Castings Research Association
 British Welding Research Association
 Cambridge Philosophical Society
 Canada. National Research Council
 Cancer Institute Board
 Centrale Organisatie T.N.O.
 Ceylon. Medical Research Institute
 Ceylon Institute of Scientific and Industrial Research
 Chemical Society
 Copper Development Association
 Chalk Lime and Allied Industries Research Association
 Department of Scientific and Industrial Research
 Deutsche Gesellschaft für Forschung im Graphischen Gewerbe Ev
 Electrical Research Association
 Finland. State Institute for Technical Research
 Fulmer Research Institute, Ltd.
 Furniture Development Council
 Horace Plunkett Foundation
 Hungary. Magyar Tudományos Akademia Konyvtara
 Indian Institute of Science Library
 Ingeniörsvetenskapsakademien
 Institut des Fruits et Agrumes Coloniaux
 Institute of Aeronautical Sciences
 Institute of Archaeology
 Institute of Bankers
 Institute of Cancer Research
 Institute of Chartered Accountants
 Institute of Cost and Works Accountants
 Institute of Historical Research
 Institute of Marine Engineers
 Institute of Metals
 Institute of Ophthalmology
 Institute of Petroleum
 Institute of Physics
 Institute of Psychiatry
 Institute of Psycho-Analysis
 Institute of Seaweed Research
 Institute of Textile Technology
 Institute of Transport
 Institute of Welding
 Institution of Chemical Engineers
 Institution of Civil Engineers
 Institution of Electrical Engineers

CLASSIFIED INDEX TO MEMBERS

- Institution of Engineering Inspection
 Institution of Engineers and Shipbuilders
 in Scotland
 Institution of Gas Engineers
 Institution of Mechanical Engineers
 Institution of Mining Engineers
 Institution of Mining and Metallurgy
 Institution of Naval Architects
 Institution of Production Engineers
 Institution of the Rubber Industry
 Institution of Structural Engineers
 International African Institute
 Iron and Steel Institute
 Israeli Institute for Biological Research
 Italy. Consiglio Nazionale delle Ricerche
 John Innes Horticultural Institution
 Lace Research Association
 Lead Development Association
 Marine Biological Association of the
 United Kingdom
 Medical Research Council. Toxicology
 Research Unit
 Microbiological Research Establishment
 (Ministry of Supply)
 Motor Industry Research Association
 Nationaal Luchtvaart Laboratorium
 (N.L.L.)
 National Institute for the Deaf
 National Institute for Research in Dairying
 National Institute of Agricultural Engineer-
 ing
 National Institute of Economic and Social
 Research
 National Institute of Industrial Psychology
 National Institute of Oceanography
 National Physical Laboratory (D.S.I.R.)
 National Research Council of Egypt
 National Science Foundation Library
 New Zealand. Department of Scientific and
 Industrial Research
 Nova Scotia Research Foundation
 Panstwowy Instytut Biologiczno Doswiac-
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 Parsons and Marine Engineering Turbine
 Research and Development Association
 Patronato Juan de la Cierva
 Production Engineering Research Associa-
 tion of Great Britain
 Queensland Institute of Medical Research
 Research Association of British Flour
 Millers
 Research Association of British Paint,
 Colour and Varnish Manufacturers
 Research Association of British Rubber
 Manufacturers
 Research Council of the British Whiting
 Federation
 Research Council of Israel
 Research Organization of Ships Composi-
 tions Manufacturers, Ltd.
 Roll Makers' Association Research Tech-
 nical Committee
 Rothamsted Experimental Station
 Royal Aeronautical Society
 Royal Agricultural Society
 Royal Astronomical Society
 Royal Dublin Society
 Royal Empire Society
 Royal Horticultural Society
 Royal Institute of British Architects
 Royal Institute of International Affairs
 Royal Institute of Public Administration
 Royal Institution of Chartered Surveyors
 Royal Institution of Great Britain
 Royal Meteorological Society
 Royal Photographic Society of Great
 Britain
 Royal Society
 Royal Society of Arts
 Royal Statistical Society
 School of Oriental African Studies
 Scott Polar Research Institute
 Scottish Marine Biological Association
 Scripps Institution of Oceanography
 Society of Antiquaries of London
 Society of Incorporated Accountants
 Society of Industrial Radiology and Allied
 Methods of Non-destructive Testing
 Soudes Place Research Laboratories, Ltd.
 South Africa. Council for Scientific and
 Industrial Research
 Textile Institute
 Timber Development Association, Ltd.
 Tin Research Institute
 Universities Federation for Animal Welfare
 Vyzkumny Ustav Materialu a Technologie
 Water Research Association
 Wellcome Historical Medical Library
 West African Fisheries Research Institute
 West African Institute of Trypanosomiasis
 Research
 Wool Industries Research Association
 Zinc Development Association

LIBRARIANSHIP, *see* DOCUMENTATION AND LIBRARIANSHIP

MANAGEMENT, INCLUDING ACCOUNTANCY

Associations, Institutions, Societies, etc.

- Administrative Staff College
 British Institute of Management
 College of Estate Management
 College of Industrial Management and
 Engineering and the Institute of General
 Managers

- Commission Générale d'Organisation
 Scientifique
 Incorporated Society of Auctioneers and
 Landed Property Agents
 Industrial Welfare Society (Inc.)
 Institute of Chartered Accountants
 Institute of Cost and Works Accountants

Institute of Executive Engineers and Officers
Institution of Engineering Inspection
Institution of Production Engineers
International Labour Office
King Edward's Hospital Fund for London
London County Council Members' Library
Management Research Groups
Metal Trades Employers' Association
Ministry of Labour and National Service.
Factory Department, Intelligence Branch
National Institute of Industrial Psychology
Production Engineering Research Association of Great Britain
Purchasing Officers' Association
Royal Institute of Public Administration
Society of Incorporated Accountants

Svenska Arbetsgivareföreningens Bibliotek
Trades Union Congress Library

Industrial and Commercial Concerns
British Tabulating Machine Co., Ltd.
Copeland-Chatterton Co., Ltd.
Harrods, Ltd., Staff Training Department
IBM, United Kingdom, Ltd.
Kilimanjaro Native Co-operative Union
Lamson Paragon, Ltd.
Marks & Spencer, Ltd.
Powers-Samas Accounting Machines, Ltd.
Production Engineering, Ltd.
Sturrock & Co., Ltd.
Urwick, Orr & Partners, Ltd.
Weston, W. G., Ltd.

MANUFACTURED PRODUCTS—GENERAL

British-American Tobacco Co., Ltd.
Brown & Forth, Ltd.
Co-operative Wholesale Society, Ltd.
Cornercroft, Ltd.
Hadley Co., Ltd.
Imperial Tobacco Co., Ltd.
International Harvester Company
Lindication, Ltd.
Minnesota Mining and Manufacturing Company
Morphy-Richards, Ltd.

Reckitt & Colman, Ltd.
Remploy, Ltd.
Ronson Products, Ltd.
Ruberoid Company, Ltd.
Shoptitting Research and Development Council
Smith, S., & Sons (England), Ltd.
Tilley Lamp Co., Ltd.
United Shoe Machinery Corporation
Wills, W. D. & H. O.

MARKET RESEARCH, *see* ADVERTISING AND MARKET RESEARCH

MEDICINE

Associations, Institutions, Societies, etc.
Armed Forces Medical Library
British Council. Medical Department
British Medical Association
British Optical Association
Cancer Institute Board
Central Council for Health Education
Central Public Health Laboratory
Ceylon. Medical Research Institute
Ciba Foundation
Göteborg. Medicinska Fakultetens Bibliotek
Helsinki Committee for the Central Medical Library
Helsinki University Ophthalmic Clinic Library
Institute of Cancer Research
Institute of Ophthalmology
Institute of Psychiatry
Interafrican Bureau of Epizootic Diseases
Medical Research Council. Toxicology Research Unit
Montevideo. Universidad, Facultad de Medicina, Biblioteca
National Blood Transfusion Service

New York State University Library
Pharmaceutical Society of Great Britain
Postgraduate Medical School of London
Prison Commission Pathology Laboratory
Queensland Institute of Medical Research
Royal Army Medical College
Royal College of Nursing
Royal College of Physicians
Royal College of Physicians of Edinburgh
Royal College of Surgeons of England
Royal Free Hospital School of Medicine
St. Thomas's Hospital Medical School
Virus Research Institute
Wellcome Historical Medical Library
West African Institute of Trypanosomiasis Research
Zagreb University Central Medical Library

Industrial and Commercial Concerns
Bayer Products, Ltd.
British Drug Houses, Ltd.
Counties Public Health Laboratories
Johnson & Johnson (Gt. Britain), Ltd.
Organon Laboratories, Ltd.
Wyeth, John, & Brother, Ltd.

MERCHANTS, *see* EXPORT AGENTS AND MERCHANTS

CLASSIFIED INDEX TO MEMBERS

METAL INDUSTRIES—GENERAL

Associations, Institutions, Societies, etc.
 British Welding Research Association
 Institute of Metals
 Institute of Welding
 Institution of Mining and Metallurgy
 Instytut Metalurgii im S. Staszica
 Instituto Siderurgico Finsider
 Worshipful Company of Goldsmiths

Industrial and Commercial Concerns

Aktiebolaget Bofors
 B.B. Chemical Co., Ltd.
 B.S.A. Group Research Centre
 Babcock & Wilcox Company
 Bolidens Gruvaktiebolag
 Bolton, Thomas, & Sons, Ltd.
 British Oxygen Co., Ltd.
 Bruntons (Musselburgh), Ltd.
 Canning, W., & Co., Ltd.
 Capper, Pass & Son, Ltd.
 Crown Cork Co., Ltd.
 Evered & Co., Ltd.
 Foundry Services, Ltd.

G.K.N. Group Research Laboratory
 Guillermo Decker S.A.
 Hopkinsons, Ltd.
 Imperial Chemical Industries, Ltd. Metals Division
 Lloyd, F. H., & Co., Ltd.
 Luxfer, Ltd.
 National Smelting Co., Ltd.
 Newmans Tubes, Ltd.
 Rhoanglo Mine Services, Ltd.
 Spiral Tube & Components Co., Ltd.
 Sterne, L., & Co., Ltd.
 Taylor Bros. & Co., Ltd.
 Tempered Spring Co., Ltd.
 Tennent, R. B., Ltd.
 Timken Roller Bearing Co.
 Tube Investments, Ltd.
 Tube Investments Research Laboratories
 V.D.M. Spinners, Ltd.
 Vandervell Products, Ltd.
 Walterisation Co., Ltd.
 Wellington Tube Works, Ltd.
 Workshop Galvanizing Co., Ltd.

METAL INDUSTRIES—FERROUS

Associations, Institutions, Societies, etc.
 British Cast Iron Research Association
 British Iron and Steel Federation
 British Iron and Steel Research Association
 British Steel Castings Research Association
 Iron and Steel Institute
 Jernkontoret

Industrial and Commercial Concerns

Allen, Edgar, & Co.
 Colvilles, Ltd.

Darwins, Ltd.
 Dominion Foundries & Steel, Ltd.
 Firth, Thomas, & John Brown, Ltd.
 Inland Steel Company
 International Meehanite Metal Co., Ltd.
 Stanton Ironworks Co., Ltd.
 Staveley Iron & Chemical Co., Ltd.
 Tata Iron & Steel Co., Ltd.
 Thomas, Richard, & Baldwins, Ltd.
 United Steel Companies, Ltd.

METAL INDUSTRIES—NON-FERROUS

Associations, Institutions, Societies, etc.
 Aluminium Development Association
 British Non-Ferrous Metals Research Association
 Copper Development Association
 Lead Development Association
 Tin Research Institute
 Zinc Development Association

Industrial and Commercial Concerns

Aluminium Laboratories, Ltd.
 Aluminium Union, Ltd.

Aluminium Wire & Cable Co., Ltd.
 Associated Lead Manufacturers, Ltd.
 British Aluminium Co., Ltd.
 Electrolytic Zinc Co. of Australia, Ltd.
 Goodlass Wall & Lead Industries, Ltd.
 High Duty Alloys, Ltd.
 Johnson, Matthey & Co., Ltd.
 M.T.D. Copper (Sales), Ltd.
 Magnesium Elektron, Ltd.
 Mond Nickel Co., Ltd.
 Yorkshire Copper Works, Ltd.

MINING AND MINERALS

Associations, Institutions, Societies, etc.
 Ballarat School of Mines and Industries
 Chalk Lime and Allied Industries Research Association
 Chalk Quarrying Association
 Imperial Institute
 Institution of Mining Engineers

Institution of Mining and Metallurgy
 Jernkontoret
 National Coal Board

Industrial and Commercial Concerns

Asbestos Cement, Ltd.
 Bolidens Gruvaktiebolag

Broken Hill Pty. Co., Ltd.
Cape Asbestos Co., Ltd.
Cementation Co., Ltd.
Eccles, J. G., & Co., Ltd.
Electrolytic Zinc Co. of Australia, Ltd.
Fullers' Earth Union, Ltd.
Imperial Chemical Industries, Ltd. Lime
Division
Industrial Distributors (Sales), Ltd.

Israel Mining Industries Laboratories
Micafine, Ltd.
National Smelting Co., Ltd.
Pittsburgh Consolidation Coal Company
Powell Duffryn Technical Services, Ltd.
Rhoanglo Mine Services, Ltd.
Shelton Iron Steel & Coal Co., Ltd.
Turner & Newall, Ltd.
United Steel Companies, Ltd.

MUSIC, *see* ART AND ENTERTAINMENT

NATIONAL LIBRARIES

Armed Forces Medical Library
Australia. Commonwealth National Library
Belgium. Bibliotheque royale
British Museum
British Museum. Natural History
Central African Archives
Egypt. National Library
France. Bibliotheque Nationale
India. National Library
Israel. Jewish National and University
Library
Ireland. National Library

Japan. National Diet Library
National Central Library
National Library of Wales
New Zealand National Library Service
Országos Műszaki Könyvtár
Országos Széchényi Könyvtár
Patent Office Library
Poland. Biblioteka Narodowa
Raffles Museum and Library
Science Museum Library
Scottish Central Library
Turkey. Milli Kutuphane

NEWSPAPERS AND NEWS AGENCIES

Christian Science Monitor
Economist
Daily Telegraph
Financial Times, Ltd.
Glasgow Herald

News Chronicle
Reuters, Ltd.
Tass Agency
Yorkshire Evening News

PACKAGING

Associations, Institutions, Societies, etc.
Printing, Packaging and Allied Trades Re-
search Association

Industrial and Commercial Concerns
Dairy Produce Packers, Ltd.
E.P.S., Ltd.
Metal Box Co., Ltd.
Thames Board Mills, Ltd.

PAINTS, OIL AND VARNISHES

Associations, Institutions, Societies, etc.
Research Association of British Paint,
Colour and Varnish Manufacturers
Research Organisation of Ships Composi-
tions Manufacturers, Ltd.

Industrial and Commercial Concerns
Associated Lead Manufacturers, Ltd.
Balm Paints Pty., Ltd.

British Paints, Ltd.
Clark, Henry, & Sons, Ltd.
Hamilton, John M., & Co., Ltd.
Imperial Chemical Industries, Ltd. Paints
Division
Leyland Paint & Varnish Co., Ltd.
Mobil Oil Company, Ltd.
Scott Bader & Co., Ltd.

PAPER, *see* PRINTING AND PAPER INDUSTRIES

PATENT AGENTS

Boult, Wade & Tennant
Carpmaels & Ransford
Dehn, Frank B., & Co.

Forrester, Ketley & Co.
Gill, Jennings & Every
Marks & Clerk

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Mewburn, Ellis & Co.
Page, White & Farrer
Raworth, Moss & Cook

Reddie & Grose
Thornton, A. A., & Company
Young, D., & Co.

PETROLEUM

Associations, Institutions, Societies, etc.
Institute of Petroleum
Petroleum Press Service

Industrial and Commercial Concerns
Arabian American Oil Co.
Bataafsche Petroleum Maatschappij, N.V.
British Hydrocarbon Chemicals, Ltd.
British Petroleum Co., Ltd.
Burmah Oil Co., Ltd.
Caltex Services, Ltd.
Esso Development Co., Ltd.
Esso Petroleum Co., Ltd.
Gulf Oil (Great Britain), Ltd.
Iraq Petroleum Co., Ltd.

Kellogg International Corporation
Koninklijke Shell Laboratorium
Kuwait Oil Company, Ltd.
Laboratoires de Recherches Purfina
Lobitos Oilfields, Ltd.
Manchester Oil Refinery, Ltd.
Mobil Oil Company, Ltd.
National Benzole Company, Ltd.
National Iranian Oil Company
National Oil Refineries, Ltd.
Shell Petroleum Co., Ltd.
'Shell' Research, Ltd.
Sun Oil Company
Wakefield, C. C., & Co., Ltd.

PHARMACEUTICAL PRODUCTS AND PHARMACY

Associations, Institutions, Societies, etc.
National Blood Transfusion Service
Pharmaceutical Society of Great Britain
School of Pharmacy
Wellcome Foundation, Ltd.

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Allen & Hanburys, Ltd.
Aspro-Nicholas, Ltd.
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Bayer Products, Ltd.
Beecham Research Laboratories, Ltd.
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Bengers, Ltd.
British Drug Houses, Ltd.
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Genatosan, Ltd.

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Lilly, Eli, & Co.
May & Baker, Ltd.
Menley & James, Ltd.
Organon Laboratories, Ltd.
Parke, Davis & Co., Ltd.
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Unilever, Ltd. United Kingdom Toilet Preparations
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Vitamins, Ltd.
Westbrook Lanolin Co.
Wyeth, John, & Brother, Ltd.

PHOTOGRAPHY AND DOCUMENT REPRODUCTION

Associations, Institutions, Societies, etc.
British Film Institute
Insdoc. (Indian National Scientific Documentation Centre)
London School of Printing and Graphic Arts
Royal Photographic Society of Great Britain

Industrial and Commercial Concerns
Copycat Associated (Marketing), Ltd.
Ilford, Ltd.
Kodak, Ltd.
Mason, E. N., & Sons, Ltd.
Ozalid Company, Ltd.
Technicolor, Ltd.
University Microfilms Inc. (Gt. Britain), Ltd.
West, A., & Partners, Ltd.

PLASTICS

Associations, Institutions, Societies, etc.
British Plastics Federation

Industrial and Commercial Concerns
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Beck, Koller & Co. (England), Ltd.
Boake, A., Roberts & Co., Ltd.

British Celanese, Ltd.
 British Cellophane, Ltd.
 British Geon, Ltd.
 British Xylonite Co., Ltd.
 Commercial Plastics, Ltd.
 De La Rue, Thomas, & Co., Ltd.
 Distillers Company, Ltd.
 Dormer Plastics, Ltd.
 Imperial Chemical Industries, Ltd. Leather-
 cloth Division
 Imperial Chemical Industries, Ltd. Plastics
 Division

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 Micanite & Insulators Co., Ltd.
 Monsanto Chemicals, Ltd.
 Revertex, Ltd.
 Rotunda, Ltd.
 Scott Bader & Co., Ltd.
 Storey Brothers & Company, Ltd.
 Telegraph Construction & Maintenance
 Co., Ltd.
 Vinyl Products, Limited
 Yarsley, Dr. V. E., Research Laboratories,
 Ltd.

PRINTING AND PAPER INDUSTRIES

Associations, Institutions, Societies, etc.
 British Paper and Board Industry Research
 Association
 British Paper and Board Makers' Associa-
 tion
 Deutsche Gesellschaft für Forschung im
 Graphischen Gewerbe Ev
 London School of Printing and Graphic
 Arts
 Printing, Packaging and Allied Trades
 Research Association

Industrial and Commercial Concerns
 Australian Paper Manufacturers, Ltd.

Bowaters Development & Research, Ltd.
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 Cowan, Alex., & Sons, Ltd.
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 Ozalid Company, Ltd.
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 Thames Board Mills, Ltd.
 Wiggins Teape Group Research Organiza-
 tion
 Wigmore Bindery

PSYCHOLOGY

Institute of Psychiatry
 Institute of Psycho-Analysis

National Institute of Industrial Psychology
 Tavistock Clinic and Institute

PUBLIC AND COUNTY LIBRARIES

Acton Public Libraries
 Airdrie Public Library
 Arhus Kommunes Biblioteker
 Bath Public Libraries
 Battersea Public Library
 Belfast Public Libraries
 Bermondsey Public Libraries
 Bethnal Green Public Libraries
 Birmingham Public Libraries
 Blackburn Public Library
 Blackpool Public Libraries
 Bolton Public Libraries
 Bournemouth Public Libraries
 Bradford City Libraries
 Brentford and Chiswick Public Libraries
 Brierley Hill Public Libraries
 Brighton Public Libraries
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 Buckinghamshire County Library
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 Burton upon Trent Public Library
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 Cardiff Public Libraries
 Carlisle Public Library

Castleford Public Libraries and Museum
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 Chester Public Library
 Chesterfield Public Library
 Clydebank Public Library
 Coatbridge. Carnegie Public Library
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 Colwyn Bay Public Library
 Cornwall County Library
 Coventry City Libraries
 Croydon Public Libraries
 Cumberland County Library
 Danmarks Tekniske Bibliotek
 Darlington. Edward Pease Public Library
 Deichmanske Bibliotek
 Denbighshire County Library
 Deptford Public Libraries
 Derby Public Libraries
 Derbyshire County Library
 Detroit Public Library
 Devon County Library
 Doncaster Public Libraries
 Dudley Public Libraries
 Dun Laoghaire Public Libraries

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Durham County Library	Newcastle under Lyme Public Library
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Exeter City Library	Northumberland County Library
Finchley Public Libraries	Norwich Public Libraries
Finsbury Public Libraries	Nottingham Public Libraries
Flint County Library	Nottinghamshire County Library
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Glamorgan County Library	Paddington Public Libraries
Glasgow Public Libraries	Pembrokeshire County Library
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Guildhall Library	Reigate Public Library
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Heston and Isleworth Public Libraries	Sheffield City Library
Holborn Public Libraries	Shoreditch Public Libraries
Hornsey Public Libraries	Smethwick Public Libraries
Ilford Municipal Libraries	South Australia Public Library
Ipswich County Borough Libraries	South Shields Public Library
Islington Public Libraries	Southampton Public Libraries
Jamaica Library Service	Stafford Public Library
Johannesburg Public Library	Stirlingshire County Library
Keighley Public Libraries	Stockport Public Libraries
Kendal Public Library	Stoke Newington Public Libraries
Kensington Public Library	Stoke-on-Trent Public Libraries Department
Kent County Library	Surrey County Library
Kingston upon Hull Public Libraries	Sutton and Cheam Public Libraries
Lambeth Public Libraries	Sutton Coldfield Public Library
Lanark County Libraries	Swansea Public Libraries
Lancashire County Library	Swindon Public Libraries
Lancaster Public Libraries	Tasmania State Library
Leamington Spa Public Library	Toronto Public Libraries
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Leyton Public Libraries	Wallasey Public Library
Lincoln Public Libraries	Walthamstow Public Library
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Llanely Public Library	Warrington Municipal Library
Luton Public Libraries	Warwickshire County Library
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Merton and Morden Public Libraries	West Riding County Library
Middlesbrough Public Libraries	West Sussex County Library
Milwaukee Public Library	Western Australia Library Board
Mitcham Public Libraries	Westminster Public Libraries
Montgomeryshire County Library	Widnes Public Library
New South Wales Public Library	Wigan Public Libraries
New York Public Library	Willesden Public Libraries

Wiltshire County Library
Wimbledon Public Library
Windsor Public Library

Woolwich Public Libraries
Workshop Public Library

PUBLISHERS, *see* BOOKSELLERS AND PUBLISHERS

RADIO AND ELECTRONIC INDUSTRIES

Associations, Institutions, Societies, etc.

Australia. National Standards/Radio Physics Laboratories
British Institution of Radio Engineers
Directorate of Electronic Research and Development (Telecommunications) (Ministry of Supply)
Radar Research Establishment
Radio Research Station (D.S.I.R.)
Services Electronics Research Laboratory
Signal and Radar Establishment (Admiralty)
Signals Research and Development Establishment (Ministry of Supply)
Society of Industrial Radiology and Allied Methods of Non-destructive Testing

Industrial and Commercial Concerns

British Telecommunications Research, Ltd.
Bush Radio, Ltd.
Central Rediffusion Services, Ltd.
Coastal Radio, Ltd.
Cossor, A. C., Ltd.

Decca Radar, Ltd.

E.M.I. Engineering Development, Ltd.
E.M.I., Ltd.
Electronic Instruments, Ltd.
Electronic Switchgear (London), Ltd.
Ferranti, Ltd.
Goodmans Industries, Ltd.
Hirst Electronic Development, Ltd.
M.T.E. Control Gear, Ltd.
Marconi's Wireless Telegraph Company, Ltd.
Mullard Blackburn Works
Mullard Equipment, Ltd.
Mullard Research Laboratories
New London Electron Works, Ltd.
Racal Engineering, Ltd.
Rotax, Ltd.
Solartron Electronic Group
Sunvic Controls, Ltd.
Thompson, J. Langham, Ltd.
Ultra Electric, Ltd.
Wayne Kerr Laboratories, Ltd.

REFRIGERATION, *see* HEATING AND VENTILATING

RESEARCH, *see* LEARNED SOCIETIES AND RESEARCH INSTITUTIONS

RUBBER

Associations, Institutions, Societies, etc.

British Rubber Producers' Research Association
Institution of the Rubber Industry
Northern Polytechnic and National College of Rubber Technology
Research Association of British Rubber Manufacturers
Rubber Research Institute of Malaya

Industrial and Commercial Concerns

Anchor Chemical Co., Ltd.
British Geon, Ltd.
Dunlop Rubber Co., Ltd.
Goodyear Tyre & Rubber Co.
Revertex, Ltd.
Rotunda, Ltd.
Tyresoles, Ltd.

SAFETY AND WELFARE

Associations, Institutions, Societies, etc.

British Council. Medical Department
Central Council for Health Education
Fire Offices Committee (D.S.I.R.)
Fire Offices Committee, Fire Protection Association
Home Office
Industrial Welfare Society (Inc.)
International Labour Office
Italy. Alto Commissariato per l'Igiene e la Sanita' Pubblica
Metropolitan Police. Commissioner's Reference Library
Ministry of Health

Ministry of Labour and National Service.

Factory Department, Intelligence Branch
National Assistance Board
National Institute for the Deaf
Police College, Coventry
Safety in Mines Research Establishment
Scottish Police College
Slough Social Fund, Ltd.
World Health Organization Library

Industrial and Commercial Concerns

Central Public Health Laboratory
Counties Public Health Laboratories

CLASSIFIED INDEX TO MEMBERS

SHIPBUILDING

British Shipbuilding Research Association
Institution of Naval Architects

North East Coast Institution of Engineers
and Shipbuilders

SOCIOLOGY, *see* ECONOMICS AND SOCIOLOGY

STATISTICS

Associations, Institutions, Societies, etc.
Royal Statistical Society
Statisk Sentralbyrås Bibliotek

Industrial and Commercial Concerns
Swiss Bank Corporation

TEXTILES

Associations, Institutions, Societies, etc.
Ahmedabad Textile Industry's Research
Association
Bolton Technical College
British Cotton Industry Research Associa-
tion
British Hat and Allied Feltmakers Research
Association
British Jute Trade Research Association
British Man-Made Fibres Federation
British Rayon Research Association
Hosiery and Allied Trades Research
Association
Institute of Textile Technology
International Wool Secretariat
Lace Research Association
Silk and Rayon Users' Association
Textile Institute
Wool Industries Research Association

Industrial and Commercial Concerns
British Celanese, Ltd.
British Nylon Spinners, Ltd.
British Ropes, Ltd.
Courtaulds, Ltd.
Dalglish, John, & Sons, Ltd.
Harbens, Ltd.
Imperial Chemical Industries, Ltd. Fibres
Division
Kagan Textiles
Klinger Mfg. Co., Ltd.
Lansil, Ltd.
Selectus, Ltd.
T.M.M. (Research), Ltd.
Tatton, William, & Co., Ltd.
Tootal Broadhurst Lee Co., Ltd.
West Point Manufacturing Company

TIMBER, *see* WOOD AND WOOD INDUSTRIES

TRADE UNIONS

Amalgamated Engineering Union
National Union of General and Municipal
Workers

National Union of Teachers
Trades Union Congress Library
Transport and General Workers Union

TRANSPORT

British European Airways
British Transport Commission
India. Ministry of Railways
Institute of Transport
Ministry of Transport and Civil Aviation

Municipal Passenger Transport Associa-
tion (Inc.)
Norges Statsbaner Hovedstyrets Bibliotek
Rotterdam Port Authority
South African Railways

UNIVERSITIES AND COLLEGES

Aberdeen University College
Acton Technical College
Administrative Staff College
Agra University
Alabama Polytechnic Institute
Australian National University
Bahia Universidade
Ballarat School of Mines and Industries
Barrett Street Technical College

Battersea Polytechnic Library
Bedford College Library
Bengal College of Engineering and Tech-
nology
Birkbeck College Library
Birmingham College of Commerce
Birmingham College of Technology
Birmingham University
Bodleian Library

- Bolton Technical College
 Bombay University Library
 Borough Polytechnic
 Bristol University Library
 British Columbia University
 British Institute of Engineering Technology
 Brussels. Université Libre. Bibliothèque
 Calcutta University Library
 California University. Radiation Laboratory Library
 California University Library
 California University Library. Serials Department
 Cambridge Philosophical Society
 Cambridge University Engineering Laboratory
 Canberra University College
 Canterbury University College Library
 Cape Town University
 Cardiff. University College of South Wales and Monmouthshire
 Case Institute of Technology
 Catholic Training College
 Chalmers Tekniska Högskolas Bibliotek
 Chicago University Library
 Chile. Universidad
 Civil Defence Staff College
 College of Aeronautics
 College of Estate Management
 College of Industrial Management and Engineering and the Institute of General Managers
 Columbia University
 Copenhagen. Handelshøjskolens Bibliotek
 Copenhagen. K.G.L. Veterinaer-og Landbohøj Skoles Bibliotek
 Dacca University Library
 Delft. Technische Hogeschool
 Derby and District College of Technology
 Dublin University College
 Dudley and Staffordshire Technical College
 Duquesne University Library
 Durham University. Institute of Education
 Durham University Library
 Ealing Technical College and School of Art
 Edinburgh and East of Scotland College of Agriculture
 Edinburgh University Library
 Edinburgh University Union
 Escuela Especial de Ingenieros Aeronauticos
 Ewell County Technical College
 Exeter University
 Finland Teknillisen Korakoulun Kirjasto
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 Georgia Institute of Technology Library
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 Hannover Technische Hochschule Bibliothek
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 Heriot-Watt College
 Hong Kong University Library
 Huddersfield Technical College
 Hull University Library
 Ibadan University College
 Illinois University Library
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 Imperial College of Tropical Agriculture
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 Institute of Cancer Research
 Institute of Historical Research
 Institute of Ophthalmology
 Institute of Psychiatry
 Iowa State University Libraries
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 Johns Hopkins University Library
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 Karachi University Library
 Kent State University Library
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 Kingston Technical College
 Kumasi College of Technology
 Leeds College of Commerce
 Leeds University. The Brotherton Library
 Lehigh University Library
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 Leicester University College Library
 Lincoln Technical College
 London School of Economics
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 Loughborough College of Further Education
 Loughborough College of Technology
 McGill University Library School
 Madras University Library
 Magee University College
 Makerere College
 Malaya University Library
 Manchester College of Technology
 Massachusetts Institute of Technology
 Melbourne University
 Melbourne University Library
 Michigan University
 Minnesota University Library
 Mississippi University
 Montevideo. Universidad
 Montevideo. Universidad, Facultad de Medicina, Biblioteca
 Montreal. École Polytechnique
 Natal University College Library
 National College for Heating, Ventilating, Refrigeration and Fan Engineering
 New England University
 New South Wales University of Technology

New York State University Library
 New York University. Commerce Library
 Newcastle Technical College
 Newcastle upon Tyne Municipal College of
 Commerce
 Norges Handelshøyskole Biblioteket
 Norges Tekniske Høgskoles Bibliotek
 North Gloucestershire Technical College
 North Staffordshire Technical College
 North Staffordshire University College
 North Wales University College
 North-Western Polytechnic Library
 Northern Polytechnic and National College
 of Rubber Technology
 Northwestern University Library
 Nottingham College of Art and Crafts
 Nottingham and District Technical College
 Nottingham University
 Nuffield College
 Ohio State University Library
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 and Science
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 Peshawar University
 Police College, Coventry
 Polytechnic
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 Postgraduate Medical School of London
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 Purdue University Libraries
 Queen Mary College Library
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 Queen's University of Belfast
 Rajshahi University
 Rhodes University
 Rhodesia and Nyasaland University Col-
 lege
 Rice Institute
 Royal Air Force College Library
 Royal Air Force Technical College
 Royal Army Medical College
 Royal College of Nursing
 Royal College of Surgeons of England
 Royal College of Veterinary Surgeons

Royal Free Hospital School of Medicine
 Royal Holloway College
 Royal Military College of Science
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 Rugby College of Technology and Arts
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 School of Oriental African Studies
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 Bibliotek
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 Temple University Library
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 Vermont University Library
 Victoria University College Library
 Virginia University
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 Watford Technical College
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 Westfield College
 Westminster Technical College
 Willesden Technical College
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 Wolverhampton and Staffordshire Tech-
 nical College
 Woolwich Polytechnic
 Wye College
 Yale University Library
 Zagreb University Central Medical Library

VETERINARY SCIENCE

Associations, Institutions, Societies, etc.
 British Friesian Cattle Society
 Copenhagen. KGL Veterinær-og Land-
 bohøj Skoles Bibliotek

Royal College of Veterinary Surgeons
 Universities Federation for Animal Welfare

WATER AND WATER TREATMENT

Associations, Institutions, Societies, etc.
 Melbourne and Metropolitan Board of
 Works
 Sydney Metropolitan Water Sewerage and
 Drainage Board

Victoria State Rivers and Water Supply
 Commission
 Water Pollution Research Laboratory
 (D.S.I.R.)
 Water Research Association

Industrial and Commercial Concerns

Albright & Wilson, Ltd.
Boby, William, & Co., Ltd.
Candy Filter Co., Ltd.

Houseman & Thompson, Ltd.
Permutit Company, Ltd.
Spence, Peter, & Sons, Ltd.
Wallace & Tiernan, Ltd.

WELFARE, *see* SAFETY AND WELFARE

WOOD AND WOOD INDUSTRIES

Associations, Institutions, Societies, etc.

Forest Products Research Laboratory
(D.S.I.R.)
Furniture Development Council
Timber Development Association, Ltd.

Industrial and Commercial Concerns

Burt, Boulton & Haywood, Ltd.
Crown Cork Co., Ltd.
Evans, Wm., & Co. (Manchester), Ltd.
Harris Lebus, Ltd.
Keskuslaboratorio AB
N.Z. Forest Products, Ltd.

ASLIB PUBLICATIONS

ASLIB PUBLICATIONS

- AVAILABILITY AND USE OF AERONAUTICAL INFORMATION: A discussion. Reprinted from the Journal of the Royal Aeronautical Society. June, 1952. pp. 411-26. 2s.
- BOOKS AND ARMY EDUCATION, 1944-1946; preparation and supply; by J. H. P. Pafford. 1946. 72 pp. 6s. (members 4s. 6d.).
- BRITISH SOURCES OF REFERENCE AND INFORMATION: a guide to societies, works of reference and libraries; compiled under the direction of a committee of Aslib and edited by T. Besterman. 1947. vii, 56 pp. 6s. (members 5s.).
- CLASSIFIED LIST OF ANNUALS AND YEAR BOOKS; supplementary to the *Aslib Book-List*. 1937. 16 pp. 3s. 6d. (members 2s.).
- FACSIMILE PROCESSES, with special relation to tabular matter; by Norman Parley. 12 pp. 2s.
- HANDBOOK OF SPECIAL LIBRARIANSHIP AND INFORMATION WORK; edited by Wilfred Ashworth. 1955. 387 pp. 50s. (members 40s.).
- REFERENCE BOOKS FOR THE WORKS LIBRARY; by R. Brightman. 1948. (Aslib Pamphlets no. 2.) 21 pp. 2s.
- REPORT OF ASLIB MEETING ON INDUSTRIAL INFORMATION SERVICES. 8th May, 1946. 1947. 39 pp. 4s. (members 3s.).
- REPORT OF ASLIB MEETING ON PLANNING AND EQUIPMENT OF SPECIAL LIBRARIES. 6th April, 1946. 1947. 33 pp. 4s. (members 3s.).
- SCIENCE AND THE HUMANITIES: the use and abuse of information; an address delivered at the 9th Annual Conference at Somerville College, Oxford, on 23rd September, 1932; by J. L. Myres. 1933. 32 pp. 1s. 3d.
- A SELECT BIBLIOGRAPHY OF ITALY; a thousand books about Italy, its geography, population, cities and regions, its language, literature and history, its social, economic and political life, its art and music; by W. O. Hassall. 1946. 82 pp. 8s. 6d. (members 6s.).
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 INDEX TO THESES ACCEPTED FOR HIGHER DEGREES IN THE UNIVERSITIES OF GREAT BRITAIN AND IRELAND.
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**SELECT READING LIST FOR
SPECIAL LIBRARIANS AND
INFORMATION OFFICERS**

SELECT READING LIST FOR SPECIAL LIBRARIANS AND INFORMATION OFFICERS

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- LIBRARY ASSOCIATION and AMERICAN LIBRARY ASSOCIATION. Cataloguing rules: author and title entries. Compiled by committees of the Library Association and of the American Library Association. English ed. London, the Library Association, 1908. 5s.
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(j) *Classification*

- BRITISH STANDARDS INSTITUTION. Universal decimal classification. Complete English ed., 4th international ed. 622 Mining and mineral dressing; 623 Military and naval engineering, ordnance, arms production. London, the Institution, 1955. 52 pp. tables. (B.S. 1000: F.I.D. publication no. 179.) 15s.
- UNITED STATES NAVAL ACADEMY. *Annapolis*. Library. Classification schedules BB to BK: aeronautical art and science, [by James M. Saunders]. Annapolis, Maryland, the Academy, 1953. [99] pp. mimeographed. *gr.*
- BARNARD, CYRIL C. A classification for medical and veterinary libraries. 2nd ed. London, H. K. Lewis, 1955. viii, 279 pp. tables. 84s.
- BOHNERT, LEA M. Two methods of organizing technical information for search. *American Documentation*, vol. 6, no. 3, July, 1955, pp. 134-51.

(k) *Retrieval systems*

- SOPER, ALAN K. Some observations on the use of punched cards for a personal information file. *Aslib Proceedings*, vol. 7, no. 4, November, 1955, pp. 251-8.
- TAUBE, MORTIMER, and others. Studies in coordinate indexing, vol. II, by Mortimer Taube and associates. [Washington, D.C.], Documentation Incorporated, 1954. v, 111 pp. tables. diags. \$5.
- WARHEIT, I. A. A study of coordinate indexing as applied to U.S. Atomic Energy Commission reports. *College and Research Libraries*, vol. 16, no. 3, July, 1955, pp. 278-85.
- SPIKER, SINA. Indexing your book; a practical guide for authors. Madison, University of Wisconsin Press, 1954. xi, 28 pp. 50 c.

(l) *Special materials*

- HORN, ANDREW H., ed. Special materials and services. *Library Trends*, vol. 4, no. 2, October, 1955, pp. 118-212.
- CATHOLIC UNIVERSITY OF AMERICA. The production and use of technical reports: the proceedings of the workshop . . . conducted . . . from April 13 to April 18, 1953; ed. by Bernard M. Fry and James J. Kortendick. Washington, Catholic University of America Press, 1955. vii, 175 pp. illus. tables. \$1.75.
- GRAVELL, F. W. Patents and the Patent Office Library. *Aslib Proceedings*, vol. 7, no. 2, May, 1955, pp. 92-100.
- ROYAL GEOGRAPHICAL SOCIETY. The storage and conservation of maps; a report prepared by a committee of the . . . Society, 1954. [London], the Society, 1955. 8 pp. [Preprint from *Geographical Journal*, June, 1955.]
- OSBORN, ANDREW D. Serial publications: their place and treatment in libraries. Chicago, American Library Association, 1955. xiv, 309 pp. illus. tables. diags. \$6.
- NOVAK, ZDENEK. Zur Praxis der Zeitschriftenbehandlung in Dokumentationsstellen und Betriebsbibliotheken. *Dokumentation*, vol. 2, nos. 2 and 3, March and May, 1955, pp. 31-4, 49-55.
- KURTH, WILLIAM H. Advance payments for subscriptions. *Library Journal*, vol. 80, no. 18, 15 October, 1955, pp. 2,201-5.
- DAWSON, JOHN M. Binding quotas and priorities. *Serial Slants*, vol. 6, no. 2, April, 1955, pp. 72-5.
- BONN, GEORGE S. Japanese scien-tech periodical publishing practices. *Serial Slants*, vol. 6, no. 2, April, 1955, pp. 76-84.

(m) *Library routines*

- TAUBER, MAURICE F., and others. Technical services in libraries: acquisitions, cataloguing, classification, binding, photographic reproduction, and circulation operations, by Maurice F. Tauber and associates. New York, Columbia University Press; [London, Oxford University Press], 1954. xvi, 487 pp. diags. (Columbia University studies in library science no. 7.) \$6.50; 52s.
- AMERICAN LIBRARY ASSOCIATION. Division of Cataloging and Classification. *Committee on Administration*. Technical services: policy, organization, and coordination; ed. by Bella E. Schachtman. *Journal of Cataloging and Classification*, vol. 11, no. 2, April, 1955, pp. 59-114.
- STRIEBY, IRENE M. Simplified library-to-dealer purchasing. *Stechert-Hafner Book News*, vol. 9, no. 7, March, 1955, pp. 81-2.
- PLUMB, P. W. The protection of books in the post. *Library Association Record*, vol. 57, no. 9, September, 1955, pp. 350-1.
- GEER, HELEN THORNTON. Charging systems. Chicago, American Library Association, 1955. xiii, 177 pp. illus. tables. diags. \$3.75.
- GREAT BRITAIN. Treasury. *Organization and Methods Division*. The practice of O & M. London, H.M.S.O., 1954. 48 pp. 5s.
- OFFICE MANAGEMENT ASSOCIATION. Organization and Methods Group. How to design a procedure. London, the Association, 1954. 37 pp. diags. 6s.
- YOUNG, F. A. A child's guide to sorting. *O & M. Bulletin*, vol. 10, no. 1, February, 1955, pp. 29-33.
- YEO, F. Form numbering. *O & M. Bulletin*, vol. 10, no. 1, February, 1955, pp. 45-8.

(n) *Document reproduction*

- TATE, VERNON D. Microreproduction and the acquisitions program. *Library Trends*, vol. 3, no. 4, April, 1955, pp. 432-47.
- BRITISH STANDARDS INSTITUTION. British standard recommendations for the storage of microfilm. London, the Institution, 1955. 10 pp. (B.S. 1153: 1955.) 3s.
- CLAPP, VERNER W., HENSHAW, FRANCIS H., and HOLMES, DONALD C. Are your microfilms deteriorating acceptably? *Library Journal*, vol. 80, no. 6, 15 March, 1955, pp. 589-95.
- SMITH, LOUIS CHARLES. Copying of literary property. *Library Journal*, vol. 80, no. 1, 1 January, 1955, pp. 23-7.
- VERRY, H. R. Some methods of printing and reproduction: an outline guide. Paris, Unesco, 1954. 71 pp. illus. tables. diags. (Educational studies and documents no. XI.) 2s.; 100 fr.; 40 c.
- LONDON. Metropolitan Boroughs' (Organization and Methods) Committee. Offset-lithographic printing. London, the Committee, 1955. 32 pp. tables. diags. 7s. 6d.
- DUNKLEY, J. E. Office printing and duplicating. 2nd ed. London, Office Management Association, 1955. 17 pp. tables. 5s. [Based on a paper presented at a one-day conference held by the Office Management Association.]
- GREAT BRITAIN. Treasury. *Organization and Methods Division*. Machines and appliances in Government offices. Rev. ed. London, H.M.S.O., 1954. 71 pp. illus. diags. 7s. 6d.

DOSS, M. P., *ed.* Information processing equipment. New York, Reinhold; [London, Chapman & Hall], 1955. vii, 270 pp. illus. tables. diagrs. \$8.75; 70s. [Papers presented at a meeting of the American Chemical Society in 1953.]

(o) *Technical writing*

BAKER, C. Technical publications; their purpose, preparation and production. London, Chapman & Hall, 1955. xiii, 302 pp. illus. plates. tables. diagrs. 36s.

FLESCH, RUDOLF. How to make sense. New York, Harper; [London, Hamish Hamilton], 1954. 202 pp. \$2.48; 22s.

BYRD, WILLIAM, PRESS, INC. Mathematics in type, [by Willis W. Tompkins]. Richmond, Va., William Byrd Press, 1954. xii, 58 pp. illus. tables. diagrs. \$3.

SCHMID, CALVIN F. Handbook of graphic presentation. New York, Ronald Press, 1954. vii, 316 pp. illus. maps. tables. diagrs. \$6.

BRITISH STANDARDS INSTITUTION. Sizes of manufacturers' trade and technical literature (including recommendations for contents of catalogues). London, the Institution, 1955. 9 pp. tables. (B.S. 1311: 1955.) 2s. 6d.

(p) *Translation*

Babel; revue internationale de la traduction. Paris, Fédération Internationale des Traducteurs, September, 1955-. Quarterly, 17s.

The translation of scientific material—a symposium. *Aslib Proceedings*, vol. 7, no. 2, May, 1955, pp. 63-73.

DEUTSCHER NORMENAUSSCHUSS. Deutsche Normen in Fremdsprachen. Berlin, der Ausschuss, 1955. 28 pp. tables. gr.

**ORGANIZATIONS CONCERNED WITH
SPECIAL LIBRARIANSHIP AND
INFORMATION WORK**

ORGANIZATIONS CONCERNED WITH SPECIAL LIBRARIANSHIP AND INFORMATION WORK

THE following list of organizations active in this field is not exhaustive. The organizations included have been selected because their work, wholly or in large part, approximates to that of Aslib. A more comprehensive list containing the names and addresses of eighty-seven organizations can be seen in the *Handbook of Special Librarianship and Information Work*, chapter 13, London, Aslib, 1955, 50s. (40s. to members).

National Organizations

AUSTRALIA

Association of Special Libraries & Information Services,
Box 9a, G.P.O.,
Melbourne, C.1,
Victoria.

Library Association of Australia,
c/o Public Library of New South Wales,
Macquarie Street,
Sydney,
New South Wales.

AUSTRIA

Oesterreichische Gesellschaft für Dokumentation & Bibliographie
(Austrian Society for Documentation and Bibliography),
1 Josefsplatz,
Vienna, 1.

BELGIUM

Association Belge de Documentation
(Belgian Association for Documentation),
3 rue de Maelbeek,
Brussels, 4.

DENMARK

Dansk Central for Dokumentation
(Danish Centre for Documentation),
10 Oster Voldgade,
Copenhagen K.

FRANCE

Association pour l'Utilisation et la Diffusion de la Documentation
(Association for the Use and Dissemination of Documentation),
18 avenue de Villars,
Paris, 7.

Union Française des Organismes de Documentation
(French Union of Documentary Organizations),
65 rue de Richelieu,
Paris, 2.

GERMANY

Deutsche Gesellschaft für Dokumentation
(German Society for Documentation),
Westendstrasse, 47,
Frankfurt-Main.

Zentralstelle für Wissenschaftliche Literatur
(Centre for Scientific Literature),
Unter den Linden 8,
Berlin, N.W.7.

INDIA

Indian National Science Documentation Centre,
National Physical Laboratory,
Hillside Road,
New Delhi, 12.

NETHERLANDS

Nederlands Instituut voor Documentatie en Registratuur
(Netherlands Institute for Documentation & Filing),
6 Willem Witsenplein,
The Hague.

SWEDEN

Tekniska Litteratursällskapet
(Swedish Society for Technical Documentation),
Box 5073,
Stockholm, 5.

SWITZERLAND

Association Suisse de Documentation
(Swiss Association for Documentation),
Bollwerk, 25,
Berne.

UNITED KINGDOM

Aslib,
4 Palace Gate,
London, W.8.

Library Association,
Chaucer House,
Malet Place,
London, W.C.1.

U.S.A.

American Documentation Institute,
c/o Library of Congress,
Washington, 25, D.C.

American Library Association,
50 East Huron Street,
Chicago, 11, Ill.

Special Libraries Association,
31 East 10th Street,
New York, 3, N.Y.

YUGOSLAVIA

Centar za Dokumentaciju,
(Yugoslav Documentation Centre),
16 Admirala Geprata,
Belgrade.

International Organizations

International Federation for Documentation,
Willem Witsenplein, 6,
The Hague, Netherlands.

International Federation of Library Associations,
c/o United Nations,
Palais des Nations,
Geneva, Switzerland.

United Nations Educational, Scientific & Cultural Organization,
19 Avenue Kléber,
Paris, 16, France.

**SUPPLIERS OF
LIBRARY EQUIPMENT AND CERTAIN
SERVICES TO LIBRARIES**

SUPPLIERS OF LIBRARY EQUIPMENT AND CERTAIN SERVICES TO LIBRARIES

THIS list is not intended to be comprehensive. Where a large number of firms make a particular article, the firms included are in general those which have paid more attention to library use of their products.

Articles which can be bought at most stationers shops, such as letter-trays or stapling machines, have been omitted.

It has only been possible to include one address, usually the London office, if any, where the equipment can be seen or information obtained. Many of the firms have offices in all large cities. Aslib does not guarantee in any way the quality or speed of delivery of the equipment listed.

Indexes of equipment and services and of trade-names follow the main list.

ABBOTT BROS. (SOUTHALL).

Abbess Works, Southall, Middx.

SOUthall 1357.

'Abbess' planfiles.

ADANA (PRINTING MACHINES), LTD.

15-18 Church Street, Twickenham, Middx.

POPesgrove 3655-7.

'Office printing equipment, including inexpensive models.

ADDRESSOGRAPH-MULTIGRAPH, LTD.

29 Kingsway, London, W.C.2.

TEMple Bar 8474.

'Multilith' offset duplicator, 'Multigraph' letterpress duplicator.

AMSEL, LTD.

Christmas Steps, Bristol, 1.

Bristol 21564-6.

'Bristol' planfile units.

ART METAL CONSTRUCTION CO.

201 Buckingham Palace Gate, London, S.W.1.

SLOane 5201.

Steel card cabinets; 'Rollindex' rotary card file; 'Post-index' visible card and strip index equipment; 'Vudex' pocket-type visible equipment; planfiles; 'C.V.S.' suspended filing equipment.

BESLEY & COPP, LTD.

Courtenay Road, Exeter, Devon.

Exeter 2114.

'Interfan' continuous stationery.

BLOCK & ANDERSON, LTD.

58-60 Kensington Church Street, London, W.8.

WEStern 2531-7.

'Banda' spirit duplicators, 'Bandarette' card duplicator.

BROWN, F. C.

Queen's Road, Bisley, Surrey.

Brookwood 2373, 3131.

Card cabinets (including interlocking multiple cabinets), step-ladder stool, pamphlet boxes (all in steel).

BULMER'S (CALCULATORS), LTD.

Empire House, St. Martin-le-Grand, London, E.C.1.

MONarch 9791.

'Bankdex' and 'Vistadex' strip indexes; 'Bulmerdex' visible record equipment; 'C.V.S.' suspended filing equipment.

CAKEBREAD, C., LTD.

Baches Street, London, N.1.

CLERkenwell 6544.

Loose-leaf equipment.

CARTER-DAVIS, LTD.

20 Queen Elizabeth Street, London, S.E.1.

HOP 5644.

'Primus' continuous stationery, registers and typewriter attachments.

CARTER-PARRATT, LTD.

Iddesleigh House, Caxton Street, London, S.W.1.

ABBey 3675.

'Vistem' visible card record system; 'Admindex' and 'Bizada' visible record systems and 'Bizada' strip index.

CAUSER & Co.

216 Goldhawk Road, Shepherds Bush, London, W.12.

SHepherds Bush 2366.

Document and photo-copying service. (See p. x.)

CAVE, C. W., & Co., LTD.

59 Holborn Viaduct, London, E.C.1.

CENtral 3778-9.

'Cavedex' strip index; 'Cardwheel' rotary card-index equipment; 'Findex' punched-card equipment.

CHIVERS, CEDRIC, LTD.

Portway, Bath, Somerset.

Bath 7355.

Binders.

CONSTRUCTORS, LTD.

Tyburn Road, Erdington, Birmingham.

Mayfair (Birmingham) 3074.

'Seldex' visible record system.

CONTOURA PHOTOCOPYING, LTD.

56-60 Islington Park Street, London, N.1.

CANnonbury 6190.

'Contoura' portable reflex photo-copier. (See p. vii.)

COPELAND-CHATTERSON Co., LTD.

Exchange House, Old Change, London, E.C.4.

CITy 2284.

'Paramount' punched cards and accessories; 'Cope-Chat' visible record cabinets with three alternative types of pocket, other visible record equipment; loose-leaf equipment; continuous stationery and attachment for typewriter. (See p. iv.)

COPYCAT, LTD.

11 Southampton Row, London, W.C.1.

CHAncery 5725.

'Copyline 500' (uses any non-camera process) and 'Diplomat' rotary and flat-bed copying machines; 'Copycat' reflex photo-copying machine; 'Varimaster' strip index, which allows erasure and can be passed through a photo-copying machine; photo-copying service.

SUPPLIERS OF LIBRARY EQUIPMENT

DEFINAC, LTD.

Victoria House, Southampton Row, London, W.C.1.

CHAncery 4338.

'Definac' vertical visible record equipment.

DUNN & WILSON, LTD.

Bellevue Bindery, Falkirk.

Binders. (See p. i.)

DUPL-O-PRINT Co.

Ar-Be-Ce House, 57 Fairfax Road, London, N.W.6.

MAIda Vale 1271.

Spirit, stencil and typeset duplicators.

EASIBIND, LTD.

84 Newman Street, London, W.1.

MUSEum 2141.

Temporary binding equipment.

EDGLEY's, LTD.

151 Fleet Street, London, E.C.4.

CITy 8383.

Visible index and record equipment; rotary card files.

EGRY, LTD.

Warple Way, Acton, London, W.3.

SHEpHerds Bush 3377.

Continuous stationery, portable registers and typewriter attachments for use with.

ELITE OPTICS, LTD.

31 Frogmoor, High Wycombe, Bucks.

High Wycombe 792.

Microcard attachment to Elite 2 in. × 2 in. slide projector or to Elite epidiascope.

ELLAMS DUPLICATOR Co., LTD.

5 Dean Street, London, W.1.

GERrard 4556-9.

Rotary and flat-bed stencil duplicators, including 'Bantam' flat bed, suitable for reproducing catalogue cards.

ENGLISH NUMBERING MACHINES, LTD.

Queensway, Enfield, Middx.

HOWard 2011.

Numbering machines. (See p. v.)

EVERTAUT, LTD.

Kern House, Kingsway, London, W.C.2.

HOLborn 0238.

Planfiles.

EXPANDEX VISIBLE FILING Co., LTD.

94 Baker Street, London, W.1.

WELbeck 3966.

Suspended filing equipment.

FANFOLD, LTD.

Farleigh House, Lawrence Lane, London, E.C.2.

METropolitan 0781.

'Fanfold' continuous stationery and attachment for typewriter, carbonized forms, multiple set forms.

FERMAPRINT, LTD.

17 Fleet Street, London, E.C.4.

CENTral 2426-7.

Stencil duplicators.

FINNEY, SMILEY & Co., LTD.

17 Station Road, South Norwood, London, S.E.25.

LIVingstone 6661-3.

Steel card cabinets.

FORDIGRAPH SALES. (Division of Frank R. Ford, Ltd.)

35-6 Rathbone Place, London, W.1.

LANgham 7002.

Spirit duplicators.

FOX, C.

72 Marylebone Lane, London, W.1.

WELbeck 4707.

Binders.

GESTETNER, LTD.

Aldwych House, Aldwych, London, W.C.2.

HOLborn 8700.

Stencil duplicators; 'Photoscope' for photo-copying on to stencils for further reproduction.

GRANT PRODUCTION Co., LTD.

4 Rathbone Place, London, W.1.

MUSEum 8717.

Photo-copying equipment.

GRAVITY LADDERS, LTD.

231 The Strand, London, W.C.2.

FLEet Street 4896.

Aluminium shelf- and step-ladders.

GUTTERIDGE SAMPSON, LTD.

151 Farringdon Road, London, E.C.1.

TERminus 1053-4.

'Emgee' memo stamp duplicating outfit, suitable for duplicating cards.

HARVEY, G. A., & Co. (LONDON), LTD.

Greenwich Metal Works, London, S.E.7.

GREenwich 3232.

Plan cabinets.

HUNT & BROADHURST, LTD.

Ideal Works, Botley Road, Oxford.

Oxford 4178-9.

Loose-leaf equipment, 'Loxindex' visible record equipment.

I.B.M. UNITED KINGDOM, LTD.

6 Berkeley Square, London, W.1.

MAYfair 2004.

Electric typewriters.

ILFORD, LTD.

104-7 High Holborn, London, W.C.1.

HOLborn 3401.

'Azoflex' dyeline photo-copying equipment.

JENKINS FIDGEON, LTD.

Meadows Road, Kidsgrove, Stoke-on-Trent.

Kidsgrove 368.

Microfilm cabinets, steel card cabinets.

JONES, PERCY, (TWINLOCK), LTD.

37 Chancery Lane, London, W.C.2.

CHANcery 8971.

'Twinlock' loose-leaf equipment; 'Vetro Mobil' suspended and 'Vetro' lateral filing systems; visible record system.

SUPPLIERS OF LIBRARY EQUIPMENT

KALAMAZOO, LTD.

46 Wilton Place, London, S.W.1.

SLOane 0858.

Visible index and record systems, multiple-set forms.

KAY FILE MANUFACTURING CO., LTD.

6 Roger Street, London, W.C.1.

CHAncery 5259.

Loose-leaf equipment, pamphlet-boxes (including collapsible).

KINGSBURY COMPONENTS, LTD.

352 Oxford Avenue, Trading Estate, Slough, Bucks.

Slough 21219.

Metal card cabinets, light alloy box files.

KODAK, LTD. (Recordak Division.)

1-2 Beech Street, London, E.C.1.

METropolitan 0316.

'Recordak' microfilm reader; microfilming service. (See p. xii.)

LAMSON, PARAGON SUPPLY CO., LTD.

28 Kingsway, London, W.C.2.

HOLborn 8991.

'Paragon' continuous stationery, typewriter attachment, and other accessories.

LAWES RABJOHNS, LTD.

Abbey House, Victoria Street, London, S.W.1.

ABBey 1542.

'Admel' photo-copying equipment; 'Monex' and other sensitized papers; photo-copying service.

LETHABY, W., & Co., LTD.

124-32 Clerkenwell Road, London, E.C.1.

TERminus 1104-6.

'Leda' numbering machines.

LETTER FILING APPLIANCES CO., LTD.

Pioneer Works, Bath Row, Birmingham, 15.

Midland 1063-5.

'Leafadex' and 'Kliptorail' suspended filing systems.

LIBRACO, LTD.

Lombard Wall, Woolwich Road, London, S.E.7.

GREenwich 3308-9.

A large range of library requisites, notably wooden furniture, and fittings, filing and record equipment.

LINDICATION, LTD.

Hong Kong Works, Exhibition Grounds, Wembley, Middx.

WEMBley 4126.

'Lindicator' typists' copy holder.

LUXFER, LTD.

Waxlow Road, London, N.W.10.

ELGar 7292.

'Snead' steel shelving. (See p. v.)

MANIFOLDIA, LTD.

Artillery House, Artillery Row, Victoria Street, London, S.W.1.

ABBey 3248.

'M.P.' portable register, 'Manibar' typewriter attachment, both for continuous stationery; 'Varoe' visible automatic rotary equipment.

MAXSONS BOOKBINDING CO., LTD.

89 Newington Butts, London, S.E.11.
RODney 6270.
Binders.

MELLETT, E. J.

41-3 High Street, Reigate, Surrey.
Reigate 4071.
Wooden card cabinets.

MOORE, H. A., & CO., LTD.

4-5 Bridgewater Square, London, E.C.1.
MONarch 1712-3.
'Printo' and 'Printomatic' card duplicators.

MOORE'S MODERN METHODS, LTD.

19-21 Farringdon Street, London, E.C.4.
CENTral 3200.
Loose-leaf equipment; 'M.M.M.' and 'Vuadex' visible index equipment; 'Nimblex' visible record loose-leaf binder.

MORANE PLASTIC CO., LTD.

21 Woodthorpe Road, Ashford, Middx.
Ashford, Middx. 2727, 3391.
Transparent book covers.

NATIONAL LOOSE LEAF CO., LTD.

National House, Cursitor Street, Chancery Lane, London, E.C.4.
HOLborn 8644.
Loose-leaf equipment.

NEWBURY, WALTER, LTD.

Grangewood House, Grangewood Street, London, E.6.
GRAngeewood 0526.
Binders.

NORTH OF ENGLAND SCHOOL FURNISHING CO., LTD.

114 Southampton Row, London, W.C.1.
HOLborn 5221.
Wooden shelving, library furniture and fittings, wooden card cabinets, etc., made to order. (See p. vii.)

OFFICE MACHINERY, LTD.

22 Kingly Street, London, W.1.
REGent 8833.
'Copy Rex' inexpensive spirit duplicator.

OZALID CO., LTD.

62 London Wall, London, E.C.2.
NATional 0551.
Dyeline photo-copying equipment.

PHOTOSTAT, LTD.

1-2 Beech Street, London, E.C.1.
METropolitan 0311.
'Duostat' printer and processor; photo-copying service. Also will market Kodak 'Verifax' transfer process producing positives on insensitized paper.

QUICKBINDE, LTD.

28 Cale Street, London, S.W.3.
KNightsbridge 4291.
'Quickbinde' temporary binding equipment; 'Poppet' 'fountain pens' dispensing plastic adhesive, and refills for these; pamphlet boxes; transparent book covers. (See p. xv.)

SUPPLIERS OF LIBRARY EQUIPMENT

REMINGTON-RAND, LTD.

1-19 New Oxford Street, London, W.C.1.

CHAncery 8888.

'Speedac' and 'Flexifile' suspended filing and 'Variadex' filing systems; 'Kardex' pocket visible record cabinets; 'Linedex' strip visible index equipment; steel card cabinets (up to four drawer); 'Remflex' and 'Dyflex' photo-copying equipment; stencil duplicators; 'Flexoprint' method of producing repeated lists, etc.

REMPLOY, LTD. (Bookbinding and Printing Group.)

108 Portland Street, Manchester.

Central (Manchester) 4316-7.

Binders.

RONEO, LTD.

17 Southampton Row, London, W.C.1.

HOLborn 7622.

'Roneodex' visible record system; 'Stripdex' and 'Linkdex' visible index system; stencil duplicators, and 'electronic' stencil duplicators; 'Roneotype' typeset duplicator; steel shelving and card cabinets; planfiles, microfilm cabinets; suspended and lateral filing systems.

ROTADEX SYSTEMS, LTD.

Christmas Steps, Bristol, 1.

Bristol 21564-6.

Rotary card files.

ROTAPRINT KAYE'S AGENCY, LTD.

Honeypot Lane, London, N.W.9.

COLindale 8822.

'Rotaprint' lithographic duplicators.

RUTHURSTAT, LTD.

104 High Holborn, London, W.C.1.

HOLborn 9313, 3401.

Reflex copying apparatus.

SETTEN & DURWARD, LTD.

132-4 Fleet Street, London, E.C.4.

FLEet Street 3795.

'Criterion' steel card cabinets with fasteners for building up.

THE SHANNON, LTD.

15-19 Kingsway, London, W.C.1.

TEMple Bar 7175.

Visible record and index equipment; suspended filing.

SHUNIC, LTD.

70 Upper Richmond Road, London, S.W.15.

VANdyke 2231-2.

Metal signals and guide tabs.

SMITH, W. H., & SONS, LTD.

Alacra Factory, Western Avenue, London, W.3.

ACOrn 5801.

'Alacra' continuous stationery, and 'Alacra' portable 'registrator' and typewriter attachment for use with.

STANLEIGH, E. W. H., & Co., LTD.

82 Killowen Street, Coleraine, N. Ireland.

Coleraine 293.

Numbering machines.

STEELETTA GRANT'S OFFICE EQUIPMENTS (STEELETTA), LTD.

11 Dyer's Buildings, London, E.C.1.

HOLborn 0889, 1339.

'Steeletta' shelving.

STOLZENBERG PATENT FILE CO., LTD.

14 Queen Victoria Street, London, E.C.4.

CITY 1078.

Manila collapsible and steel pamphlet boxes, temporary binders.

TRADE LOOSE LEAF CO.

99-102 Bradford Street, Birmingham, 12.

Victoria (Birmingham) 2511.

Loose-leaf equipment; 'Merlin' visible flat-top suspension filing.

TYPEWRITER SUNDRIES CO.

30 New Bridge Street, London, E.C.4.

CITY 1107-9.

'Adler' typewriter with device for justifying right-hand margin.

UNDERWOOD BUSINESS MACHINES, LTD.

4-12 New Oxford Street, London, W.C.1.

CHAncery 3131.

Electric typewriter.

UNIVERSITY MICROFILMS INC. (GT. BRITAIN), LTD.

Dering Yard, 67 New Bond Street, London, W.1.

MAYfair 1933.

American microfilm readers; microfilming service.

VALMOR, LTD.

35-6 Eagle Street, London, W.C.1.

CHAncery 3676.

'Orlid' spirit duplicators; 'Mercedes' electric typewriter.

VISUAL COMMUNICATIONS, LTD.

17 Denbigh Street, London, S.W.1.

VICToria 5510.

Portable microfilm reader; microcard reader being developed. (See p. ix.)

WEBB, SON & CO., LTD.

294 City Road, London, E.C.1.

CLERkenwell 3144, 2748.

Binders.

WEST, A., & PARTNERS, LTD.

4 Abbey Orchard Street, London, S.W.1.

ABBey 3323.

'Kangaroo' microfilm reader; 'Rectophot' reflex photo-copying machines; microfilming and photo-copying services.

WESTWOOD, JOSEPH, & CO., LTD.

Napier Yard, Millwall, London, E.14.

EASt 1043.

Steel shelving.

WILKES, JAMES, LTD.

Bath House, 57 Holborn Viaduct, London, E.C.1.

CENtral 2571, 7393.

'Streamflow' continuous stationery for use in typewriters (no attachment needed);

'Handiregister' portable register and continuous stationery.

WILSON, FRANK, & CO.

11 Lackington Street, Moorgate, London, E.C.2.

MONarch 8907.

'Railex' lateral suspended filing equipment; 'Double Top' suspended filing.

WOOLSTON BOOK CO., LTD.

Byard Lane, Gamble Street, Nottingham.

Nottingham 41433, 79374.

Electric stylus and coloured transfer tapes.

Index of Equipment and Services

(See pages 143-150.)

- Adhesive (plastic) dispensers.
 - Quickbinde.
- Binding, equipment for temporary.
 - Quickbinde, Easibind, Stolzenberg.
- Binding service.
 - Chivers, Dunn & Wilson, Fox,
 - Maxsons, Newbury, Remploy, Webb.
- Book covers, transparent.
 - Morane Plastic, Quickbinde.
- Carbonized forms.
 - Fanfold.
- Card cabinets, steel.
 - Art Metal, F. C. Brown, Finney Smiley, Jenkins Fidgeon, Kingsbury, Remington-Rand, Roneo, Setten & Durward.
- Card cabinets, wood.
 - Libraco, Mellett, North of England School Furnishing.
- Card duplicators.
 - H. A. Moore, Block & Anderson, Ellams, Gutteridge Sampson.
- Card files, rotary.
 - Art Metal, Cave, Edgley, Rotadex.
- Cards for catalogues.
 - Libraco.
- Catalogues, method of producing repeated.
 - Copycat, Remington-Rand.
- Continuous stationery.
 - Besley & Copp.
- Continuous stationery and registers for use with.
 - Carter-Davis, Egry, Manifolia (register only), W. H. Smith, Wilkes.
- Continuous stationery and attachment for typewriters.
 - Carter-Davis, Copeland-Chatterton, Egry, Fanfold, Lamson Paragon, Manifolia, W. H. Smith, Wilkes (no attachment needed).
- Display stands, racks.
 - Libraco, North of England School Furnishing.
- Duplicators.
 - See also* Card duplicators.
- Duplicators, lithographic.
 - Addressograph-Multigraph, Rotaprint.
- Duplicators, spirit.
 - Block & Anderson, Dupl-O-Print, Fordigraph, Office Machinery, Valmor.
- Duplicators, stencil.
 - Dupl-O-Print, Ellams, Fermaprint, Gestetner, Remington-Rand, Roneo.
- Duplicators, letterpress.
 - Adana, Addressograph-Multigraph, Dupl-O-Print, Roneo.
- Electric stylus and transfer tapes.
 - Woolston.
- Filing systems for documents.
 - See also* Plain cabinets, planfiles.
 - Art Metal, Bulmer's, Expandex, Percy Jones, Letter Filing Appliances, Remington-Rand, Roneo, Shannon, Trade Loose Leaf.
- Forms, carbonized.
 - Fanfold.
- Forms, multiple set.
 - Fanfold, Kalamazoo.
- Furniture and fittings.
 - Libraco, North of England School Furnishing.

- Guide-cards and tabs.
Libraco, Shunic.
- Lists, method of producing repeated.
Copycat, Remington-Rand.
- Loose-leaf equipment.
See also Sheaf-binders.
Cakebread, Copeland-Chatterson, Hunt & Broadhurst, Percy Jones, Kay File, Moore's
Modern Methods, National Loose Leaf.
- Microcard readers.
Elite Optics, Visual Communications.
- Microfilm cabinets.
Jenkins Fidgeon, Roneo.
- Microfilm readers.
Kodak, University Microfilms, Visual Communications, West & Partners.
- Microfilming service.
Kodak, University Microfilms, West & Partners.
- Numbering machines.
English Numbering Machines, W. Lethaby, E. W. H. Stanleigh.
- Pamphlet boxes, manila.
Kay File, Libraco, Stolzenberg.
- Pamphlet boxes, metal.
F. C. Brown, Kingsbury, Quickbinde, Stolzenberg.
- Photo-copying equipment.
Contoura, Copycat, Gestetner (method produces stencils for duplication), Grant, Ilford,
Ltd., Lawes Rabjohns, Ozalid, Photostat, Ruthurstat, West & Partners.
- Photo-copying service.
Causer, Lawes Rabjohns, West & Partners.
- Plan cabinets, planfiles.
Abbott Bros., Amsel, Art Metal, Evertaut, G. A. Harvey, Libraco, Roneo.
- Punched cards and accessories (manually operated).
Cave, Copeland-Chatterson.
- Sheaf binders.
Libraco, Moore's Modern Methods.
- Shelf accessories.
Libraco.
- Shelving, steel.
Libraco, Luxfer, Roneo, Steeletta, Westwood.
- Shelving, wood.
Libraco, North of England School Furnishing.
- Signals, metal.
Shunic.
- Step-ladders.
F. C. Brown, Gravity Ladders, Libraco.
- Typewriters, electric.
I.B.M., Remington-Rand, Underwood, Valmor.
- Typewriters, noiseless.
Remington-Rand.
- Typewriter, permitting justification of right-hand margin.
Typewriter Sundries.
- Typists' copy holder.
Lindication.
- Visible index equipment.
Art Metal, Bulmer's, Carter-Parratt, Cave, Copeland-Chatterson, Copycat, Edgley,
Kalamazoo, Moore's Modern Methods, Remington-Rand, Roneo, Shannon.
- Visible record equipment.
Art Metal, Bulmer's, Carter-Parratt, Constructors, Copeland-Chatterson, Defnac, Edgley,
Hunt & Broadhurst, Percy Jones, Kalamazoo, Manifoldia, Moore's Modern Methods,
Remington-Rand, Roneo, Shannon.

Index of Trade-names

Trade-names have not been included in this list which are the same as or similar to the first word or words of the name of the company which makes the articles.
(See pages 143-150.)

- | | |
|----------------------|---------------------------|
| 'ABBESS.' | 'FINDEX.' |
| Abbott Bros. | Cave. |
| 'ADLER.' | 'FLEXIFILE.' |
| Typewriter Sundries. | 'FLEXOPRINT.' |
| 'ADMEL.' | Remington-Rand. |
| Lawes Rabjohns. | |
| 'ADMINDEX.' | 'HANDIREGISTER.' |
| Carter-Parratt. | Wilkes. |
| 'ALACRA.' | |
| W. H. Smith. | 'INTERFAN.' |
| 'AZOFLEX.' | Besley & Copp. |
| Ilford. | |
| 'BANDA.' | 'KANGAROO.' |
| 'BANDARETTE.' | West & Partners. |
| Block & Anderson. | 'KARDEX.' |
| 'BANKDEX.' | Remington-Rand. |
| Bulmer's. | 'KLIPTORAIL.' |
| 'BANTAM.' | |
| Ellams. | 'LEAFADDEX.' |
| 'BIZADA.' | Letter Filing Appliances. |
| Carter-Parratt. | 'LEDA.' |
| 'BRISTOL.' | W. Lethaby. |
| Amsel. | 'LINEDEX.' |
| | Remington-Rand. |
| 'C.V.S.' | 'LINKDEX.' |
| Art Metal, Bulmer's. | Roneo. |
| 'CARDWHEEL.' | 'LOXINDEX.' |
| Cave. | Hunt & Broadhurst. |
| 'COPY REX.' | |
| Office Machinery. | 'M.M.M.' |
| 'COPYLINE 500.' | Moore's Modern |
| Copycat. | Methods. |
| 'CRITERION.' | 'M.P.' |
| Setten & Durward. | Manifoldia. |
| | 'MANIBAR.' |
| 'DOUBLE TOP.' | Manifoldia. |
| Wilson. | 'MERCEDES.' |
| 'DUOSTAT.' | Valmor. |
| Photostat, Ltd. | 'MERLIN.' |
| 'DIPLOMAT.' | Trade Loose Leaf. |
| Copycat. | 'MONEX.' |
| 'DYFLEX.' | Lawes Rabjohns. |
| Remington-Rand. | 'MULTIGRAPH.' |
| | 'MULTILITH.' |
| 'EMGEE.' | Addressograph-Multi- |
| Gutteridge Sampson. | graph. |

- | | |
|-----------------------|--------------------|
| 'NIMBLEX.' | 'SELDEX.' |
| Moore's Modern | Constructors. |
| Methods. | 'SNEAD.' |
| 'ORLID.' | Luxfer, Ltd. |
| Valmor. | 'SPEEDAC.' |
| 'OZAMASTER.' | Remington-Rand. |
| 'OZAMINOR.' | 'STREAMFLOW.' |
| 'OZARAPID.' | Wilkes. |
| Ozalid. | 'STRIPDEX.' |
| | Roneo. |
| 'PARAGON.' | |
| Lamson Paragon. | 'TWINLOCK.' |
| 'PARAMOUNT.' | Percy Jones. |
| Copeland-Chatterson. | |
| 'PHOTOSCOPE.' | 'VARIADEx.' |
| Gestetner. | Remington-Rand. |
| 'POPPET STICK-A-PEN.' | 'VARIMASTER.' |
| Quickbinde. | Copycat. |
| 'POSTINDEX.' | 'VAROE.' |
| Art Metal. | Manifoldia. |
| 'PRIMUS.' | 'VERIFAX.' |
| Carter-Davis. | Kodak, marketed by |
| 'PRINTO.' | Photostat. |
| 'PRINTOMATIC.' | 'VETRO MOBIL.' |
| H. A. Moore. | Percy Jones. |
| 'RAILEX.' | 'VISTADEX.' |
| Wilson. | Bulmer's. |
| 'RECORDAK.' | 'VISTEM.' |
| Kodak. | Carter-Parratt. |
| 'RECTOPHOT.' | 'VUADEX.' |
| West & Partners. | Moore's Modern |
| 'REMFLX.' | Methods. |
| Remington-Rand. | 'VUDEX.' |
| 'ROLLINDEX.' | Art Metal. |
| Art Metal. | |

**MEMORANDUM AND ARTICLES
OF ASSOCIATION OF ASLIB**

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE
CAPITAL.

Memorandum of Association

OF

ASLIB.

1. The name of the Company (hereinafter called "the Association") is ASLIB.

2. The registered office of the Association will be situate in England.

3. The objects for which the Association is established are:

(a) To take over such of the assets and liabilities of the Company known as the Association of Special Libraries and Information Bureaux incorporated in 1926 and of the unincorporated Association known as the British Society for International Bibliography as may lawfully be taken over by the Association.

(b) To advance and promote documentation and the study of bibliographical methods and of the classification of information and to promote national and international collaboration in bibliography and documentation and to compile and to foster the compilation of comprehensive and specialist bibliographies.

(c) To support the principle of unrestricted interchange of all non-confidential knowledge and information.

(d) To encourage the formation and advance the interests of special libraries information bureaux and all kindred and related services.

(e) To promote the holding of meetings for the reading and discussing of papers on all subjects relevant to the objects of the Association.

(f) To promote professional knowledge amongst documentalists and persons working in special libraries and information bureaux to hold classes to conduct examinations and to grant scholarships prizes and certificates for competency in professional knowledge relating to the foregoing objects. Provided that every such certificate shall contain on its face a statement to the effect that it is not issued with any statutory or Government sanction but solely by the authority of the Association.

(g) To apply or petition for or promote any Act of Parliament Royal Charter or other authority with a view to the attainment or extension of all or any of the objects of the Association.

(h) To print and publish books periodicals papers leaflets and any other literary matter concerned with the promotion of the objects of the Association.

(i) To apply to the Government public bodies Urban Local Municipal County and other bodies corporations companies or persons for and to accept grants of money and (subject to Section 14 of the Companies Act 1948) of land donations gifts subscriptions and other assistance with a view to promoting the objects of the Association and to discuss and negotiate with the Committee of the Privy Council for Scientific and Industrial Research and other Government Departments public and other bodies corporations companies or persons schemes of research and other work and matters within the objects of the Association and to conform to any proper conditions upon which such grants and other payments may be made.

(j) To establish promote amalgamate with become a member of act as or appoint trustees agents or delegates for control manage superintend afford financial assistance to or otherwise assist any associations and institutions and other bodies incorporated and unincorporated whose objects wholly or in part are in sympathy with those of the Association and which prohibit the distribution of their income and property amongst their members to an extent at least as great as is imposed on the Association by Clause 4 of the Memorandum.

(k) To establish maintain control and manage branches of the Association in the United Kingdom and elsewhere as may seem expedient and from time to time to determine the constitution rights privileges obligations and duties of such branches and when thought fit to dissolve or modify the same.

(l) To undertake and execute any trusts which may be conducive to any of the objects of the Association.

(m) To borrow or raise any money which may be required by the Association upon such terms as may be deemed advisable and in particular by the issue of bonds debentures bills of exchange promissory notes or other obligations or securities of the Association and by mortgage or charge of all or any part of the property of the Association.

(n) To draw make accept indorse execute and issue promissory notes bills of exchange and other negotiable or transferable instruments.

(o) To invest the monies of the Association not immediately required in any one or more of the modes of investment for the time being authorised by law for the investment of trust monies and in such manner as may from time to time be determined.

(p) Subject to the provisions of Section 14 of the Companies Act 1948 to purchase take on lease or in exchange hire or otherwise acquire any real or personal property and in particular any land buildings workshops factories laboratories machinery plant apparatus appliances and any rights or privileges necessary or convenient for the purposes of the Association and to construct erect alter improve and maintain any buildings which may from time to time be required for the purposes of the Association and to manage develop sell demise let mortgage dispose of turn to account or otherwise deal with all or part of the same with a view to the promotion of the objects of the Association.

(q) To pay all expenses preliminary or incidental to the formation of the Association and its registration and arising from the liquidation of the Association of Special Libraries and Information Bureaux (incorporated in 1926) and the dissolution of the British Society for International Bibliography.

(r) To establish and support or aid in the establishment and the support of associations institutions funds trusts and conveniences calculated to benefit employees or ex-employees of the Association or the dependants or connexions of such persons and to grant pensions and allowances to and to make payments towards insurance of such persons.

(s) To procure the Association to be registered or recognised in any part of the British Commonwealth any British Colony or in any foreign country or place.

(t) To do all such other lawful things as may be incidental to or conducive to the attainment of the above objects.

PROVIDED ALWAYS that nothing herein contained shall empower the Association to carry on the business of life assurance personal accident insurance fire insurance employers' liability insurance or any business of insurance within the meaning of the Assurance Companies Act 1909 or any Act extending amending or re-enacting the same or to re-insure any risks comprised in any such business as aforesaid.

PROVIDED ALSO that the Association shall not support with its funds any object or endeavour to impose on or procure to be observed by its Members or others any regulation restriction or condition which if an object of the Association would make it a Trade Union.

PROVIDED ALSO that in case the Association shall take or hold any property subject to the jurisdiction of the Charity Commissioners or Ministry of Education or any authority exercising corresponding jurisdiction outside England and Wales the Association shall not sell mortgage charge or lease the same without such authority approval or consent as may be required by law and as regards any such property the Managers or Trustees of the Association shall be chargeable for such property as may come into their hands and shall be answerable and accountable for their own acts receipts neglects and defaults and for the due administration of such property in the same manner and to the same extent as they would as such Managers or Trustees have been if no incorporation had been effected and the incorporation of the Association shall not diminish or impair any control or authority exercisable by the Chancery Division Charity Commissioners or the Ministry of Education or any such other authority as aforesaid over such Managers or Trustees but they shall as regards any such property be subject jointly and separately to such control or authority as if the Association were not incorporated. In case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as allowed by law having regard to such trusts.

MEMORANDUM OF ASSOCIATION

4. The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend gift division bonus or otherwise howsoever by way of profit to the Members of the Association. PROVIDED that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer of the Association or to any Member of the Association in return for any services actually rendered to the Association nor prevent the payment of interest at a rate not exceeding four per centum per annum on money lent or payment of a reasonable and proper rent for premises demised or let by any Member to the Association but so that no Member of the Council or Governing Body of the Association shall be appointed to any salaried office of the Association or any office of the Association paid by fees and that no remuneration or other benefit in money or money's worth shall be given by the Association to any member of such Council or Governing Body except by way of repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or the payment of a reasonable and proper rent for premises demised or let to the Association (or any remuneration to any member of the Council of the Association in accordance with any recommendation by or with the approval of the Committee of the Privy Council for Scientific and Industrial Research) provided that nothing hereinbefore contained shall prevent any payment to any Railway Gas Electric Lighting Water Cable or Telephone Company of which a member of the Council may be a member or shareholder holding less than one-hundredth part of its capital or to any other corporate body or to any firm with the previous consent of the Committee of the Privy Council for Scientific and Industrial Research and Members shall not be bound to account for any share of profits they may receive in respect of any such payment. PROVIDED also that nothing herein shall prevent any Member of the Association whether a Member of the Council or not from exercising any processes and making using acquiring and vending any articles and things in the ordinary course of his business for profit or otherwise under any licence or permission in respect of any discovery invention and patents resulting from the work of the Association.

5. No addition alteration or amendment shall be made to or in the regulations contained in the Memorandum and Articles of Association for the time being in force unless the same shall have been previously submitted to and approved by the Board of Trade in consultation with the Committee of the Privy Council for Scientific and Industrial Research.

6. The fourth and fifth paragraphs of this Memorandum contain conditions on which a licence is granted by the Board of Trade to the Association in pursuance of Section 19 of the Companies Act 1948.

7. The liability of the Members is limited.

8. Every Member of the Association undertakes to contribute to the assets of the Association in the event of the same being wound up while he is a Member or within one year after he ceases to be a Member for payment of the debts and liabilities of the Association contracted before he ceases to be a Member and of the costs charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves such amount as may be required not exceeding £2 2s. 0d.

9. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent of at least as great as is imposed on the Association under or by virtue of Clause 4 hereof such institution or institutions to be determined by the Members of the Association subject to the approval of the Committee of the Privy Council for Scientific and Industrial Research at or before the time of dissolution and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.

10. True accounts shall be kept of the sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place of all sales and purchases of goods by the Association and of the property credits and liabilities of the Association. Once at least in every year the accounts of the Association shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified auditor or auditors.

We the several persons whose names and addresses are subscribed are desirous of being formed into a Company in pursuance of this Memorandum of Association.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS.									
CHARLES LE MAISTRE, Technical Adviser, Lea Gate House, Bramley, Surrey 									
JOHN FRANK STANLEY, Assistant Technical Director, British Standards Institution, 28 Victoria Street, S.W.1 									
THOMAS MARTIN HERBERT, Scientific Research Manager, British Railways—L.M.R., Euston Station, N.W.1 									
BENJAMIN FULLMAN, Information Officer, British Non-Ferrous Metals Research Association, Euston Street, N.W.1 									
IRENE SHRIGLEY, Librarian, The Institute of Bankers, 11 Birch Lane, E.C.3 									
JOHN EDGAR WRIGHT, Librarian, Institution of Electrical Engineers, Savoy Place, W.C.2 									
ARCHIBALD ERNEST CUMMINS, Librarian, The Chemical Society, Burlington House, W.1 									

Dated this 7th day of April, 1949.

Witness to the above signatures:

ROBERT ARTHUR FAIRTHORNE,
Principal Scientific Officer,
Royal Aircraft Establishment,
Farnborough, Hants.

DONALD JAMES URQUHART,
Principal Scientific Officer,
Department of Scientific and Industrial Research,
4-12 Lower Regent Street, S.W.1.

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE
CAPITAL.

Articles of Association

OF

ASLIB.

1. In the construction of these presents the following words and expressions shall have the following meanings respectively unless there be something in the subject matter or context repugnant thereto:

"The Act" means the Companies Act 1948.

"Month" means calendar month.

"The Association" means "Aslib".

"The Office" means the registered office of the Association.

"The Council" means the Council of the Association for the time being as constituted under these presents.

"Director" includes any person appointed to perform the duties of Director of the Association, whether temporarily or otherwise.

"Secretary" includes any person appointed to perform the duties of Secretary of the Association, whether temporarily or otherwise.

"In Writing" and "Written" include printing, lithography, photography and typewriting and all other modes of representing or reproducing words in visible form.

Words which have a special meaning assigned to them in the Companies Act have the same meaning in these presents.

Words importing the singular number include the plural, and the converse applies.

Words importing males include females.

Words importing persons include corporations.

"Notice" includes all written communications to members.

"These presents" means the Articles of Association for the time being of the Association.

"The Department" means the Committee of the Privy Council for Scientific and Industrial Research.

STRUCTURE.

2. The Association is a Company limited by guarantee and not having a capital divided into shares comprising five classes of members. It shall be managed by a Council constituted in accordance with Article 14 of these presents, a Director and the necessary staff. The Association is established for the purposes expressed in the Memorandum of Association.

MEMBERS.

3. For the purpose of registration the number of Members of the Association is declared to be one thousand, but the Council may register any increase in the number of Members whenever and as often as may be thought fit.

4. The subscribers hereto shall be the first Ordinary Members and subject as hereinafter mentioned it shall rest with the Council to determine the terms and the conditions on which subsequent Members shall from time to time be admitted.

Note : These Articles of Association are as registered on 7th April, 1949, and amended by Special Resolution adopted on 9th June, 1954.

5. The membership of the Association shall consist of persons and corporate bodies with the following status:

(a) Ordinary Members who shall be the signatories of the Memorandum of Association and those British subjects concerned or in sympathy with the objects of the Association and those British organisations and corporations concerned or in sympathy as aforesaid as shall apply and be accepted for membership in accordance with these Articles and upon such terms and conditions as may from time to time be prescribed by the Council.

(b) British Overseas Members who shall be such persons, organisations or corporations subject to the laws of some part of the British Commonwealth and Colonies and having their principal address therein as shall apply and be accepted for membership as aforesaid.

(c) Foreign Members who shall be such persons, organisations or corporations subject to the laws of any Foreign State and having their principal address therein as shall apply and be accepted for membership as aforesaid. The expression "Foreign State" means any country or state other than the United Kingdom and Colonies and the countries mentioned in sub-section (3) of Section 1 of the British Nationality Act 1948 and the Republic of Ireland.

(d) Associate Members who shall be those persons who either shall not have attained the age of twenty-one years or shall be additional representatives of organisations and corporate bodies which are already Ordinary British Overseas or Foreign Members of the Association and who shall in each case be otherwise qualified to apply for such membership upon such terms and conditions as may from time to time be prescribed by the Council.

(e) Honorary Members who shall be such persons as have rendered distinguished service to or in promoting the objects of the Association or whose election will in the opinion of the Council be advantageous to its interests or objects and as may from time to time be elected by the Council to be Honorary Members.

Provided always that an Ordinary Member must be a British subject or body corporate and in all cases where capital is divided into shares having more than half of the issued capital owned by British subjects in their own right entitling the holders thereof to more than half of the voting power of the Company; provided also that any Member ceasing to fulfil the requisite conditions of membership shall *ipso facto* cease to be a Member.

6. Every applicant for membership shall make written application in such form as may from time to time be prescribed by the Council. Such application must be signed by the applicant and one Member, other than an Associate Member, as proposer unless the Council at its discretion decides that a proposer may be dispensed with.

7. (a) An organisation or body, corporate or non-corporate, desirous of obtaining the advantages of membership shall give in writing to the Council with its application such particulars of its constitution and objects and of its principal office or place of business and of its shareholding as may be required by the Council and shall thereafter give such particulars when and as often as may be required by the Council. Any organisation or body admitted into membership shall nominate a representative to serve as a channel of communication between itself and the Association.

(b) If such organisation or body is non-corporate it shall not as such be eligible for membership of the Association, but it shall nominate an individual person to act as its representative who shall sign a form of consent to act as such representative and become a Member on its behalf. Every such nomination shall be subject to the approval of the Council and such representative when so approved shall be and become a Member of the Association, and be subject to all the obligations, liabilities, rules and regulations applicable to members of the class to which he belongs.

(c) Any nomination may from time to time be revoked by the nominating body which may thereupon (subject to due compliance with its obligations under paragraph (a)) nominate another representative. Upon receipt by the Council of any revocation of a nomination such nominee shall *ipso facto* cease to be a member or to act or be entitled or recognised as a representative of the nominating body. Any nominee in place of a representative who shall have ceased to be entitled to act as such shall if he complies with paragraph (b) of this article and is duly approved by the Council become a Member in place of the representative so ceasing and be entitled to act as the representative of the nominating body in place of its former representative and shall enjoy the same rights and be subject to the same obligations as such former representative.

(d) The Council may at its absolute discretion withdraw at any time its approval of a nominee, and in such event shall notify the nominating body of such withdrawal. Thereupon such nominee shall cease to be a Member of the Association or to have any rights as the representative of such nominating body, and such nominating body (subject to due compliance with its obligations as aforesaid) may nominate another representative, but the provisions of paragraph (c) of this Article shall apply to such nominee. Provided that in the case of a Member who has been appointed by the Department to be a Member of the Council the Council shall not take action under this Article without previous consultation with the Department.

ARTICLES OF ASSOCIATION
ADMISSION OF MEMBERS.

8. Applications for membership shall be submitted to the Council in a memorandum accompanying the notice convening the first appropriate meeting of the Council subsequent to the application when a majority of not less than two-thirds of those present and voting shall suffice to elect the applicant. In the event of any application not obtaining the requisite majority when first submitted it shall be submitted to the next ensuing meeting of the Council when the unanimous consent of those present and empowered to vote shall be required to elect the applicant. Membership shall commence upon election in accordance with the provisions of this clause, and thereupon a Member shall be bound by these presents and by the regulations and bye-laws of the Association from time to time in force.

DUTIES AND PRIVILEGES OF MEMBERSHIP.

9. Every Member shall be bound to pay to the Association such entrance fee, if any, and such annual subscription or assessment, if any, as shall from time to time be prescribed by the Council. All such payments shall be made at such time and in such manner and subject to such conditions as may from time to time be prescribed by the Council and in force at the time of such payments always provided that those Members of the British Society for International Bibliography who were not also Members of the Association of Special Libraries and Information Bureaux (Incorporated 1926) immediately prior to 7th April, 1949, shall at no time be required to pay any subscription greater than that previously paid by them to the British Society for International Bibliography. Honorary Members shall not be called upon to pay any entrance fee or subscription.

10. Each Member shall be bound:

(a) To observe the provisions of these presents and of the Memorandum of Association and the regulations and bye-laws of the Association for the time being in force.

(b) To pay and make good to the Association any loss or damage which the Association may sustain through any neglect or wilful act or default of such Member which shall be a breach of any provision of these presents and of the Memorandum of Association or of any regulation or bye-law of the Association.

(c) To promote and further the objects, interests and influence of the Association.

11. No Member other than an Ordinary Member shall be entitled to vote at General Meetings. Members other than Ordinary Members shall be entitled to such of the privileges and benefits of the Association as the Council may from time to time determine and may be present at any General Meeting but without having the power to vote thereat.

DETERMINATION OF MEMBERSHIP.

12. Membership of the Association shall cease under any of the provisions following:

(a) By ceasing to satisfy the requisite qualifications or conditions of membership required by these presents.

(b) By resignation upon one month's notice in writing given to the Association and upon payment of all monies due to the Association at the date when such notice shall take effect.

(c) If and when any payment due to the Association by a Member be in arrear and unpaid for six months: provided, however, that the Council shall have power to reinstate such Member upon such terms concerning payment of arrears and otherwise as may be deemed expedient.

(d) If a non-corporate organisation or body as whose representative a Member has been nominated and admitted shall be wound up, dissolved, or shall otherwise cease to exist, or if a Member being an individual shall become bankrupt or of unsound mind.

(e) Any Member may be removed from membership of the Association by a resolution of the Council passed by a majority of at least three-fourths of the Members present and voting at a special Council meeting of which not fewer than twenty-one days' previous notice specifying the intention to propose such resolution shall have been sent to the Member whose removal is in question and to all Members of the Council.

Notice of the general nature of the grounds on which such resolution is proposed shall be sent to the Member whose removal is in question at least fourteen days before the meeting and he shall be invited to attend such meeting and shall be entitled to be heard thereat.

Provided that where a Member ceases to be so under paragraphs (a), (c), (d) or (e) of this clause he shall be and remain liable to pay if called upon by the Council any subscription or other monies due to the Association at the date of determination of membership under this clause and also any undischarged liability under any undertaking or guarantee given for any subscription or other monies for any period.

COUNCIL OF THE ASSOCIATION.

13. The business of the Association shall be managed by a Council.

14. Unless and until otherwise decided by the Association in General Meeting, the Council shall consist of a President, up to four Vice-Presidents, an Honorary Secretary and an Honorary Treasurer appointed in accordance with Article 35, together with one representative appointed by each local branch serving *ex officio*, not more than thirty-six nor less than twelve Ordinary Members elected as hereinafter provided, not more than five persons co-opted in accordance with Article 15, and not more than three persons appointed by the Department in accordance with Article 18. Two Immediate Past Presidents, if they express their willingness to serve, may also be nominated by the Council to be *ex-officio* Members of the Council. All Members of the Council shall have the right to vote at meetings of the Council.

15. The Council may co-opt not more than five Members of Council who need not be Members of the Association and need not qualify for membership of the Council by subscription, donation or otherwise but who must be British subjects resident in the United Kingdom. Provided always that the number of such co-opted Members shall never be more than one-seventh of the whole body of the Members of Council exclusive of those nominated and appointed by the Department, and provided always that the co-optation of every Member of Council co-opted under this Article shall be reviewed by the Council every year.

16. At each Annual General Meeting one-third of the Ordinary Members elected to the Council shall retire, or if their number is not a multiple of three then the number nearest to one-third shall retire. The Members of Council to retire in every year shall be those who have been longest in office since their last election, but as between persons who become Members of Council on the same day, those to retire shall unless they otherwise agree among themselves be determined by lot. All elected Members so retiring shall be deemed to be eligible for re-election provided that any Member who shall have served for six consecutive years shall not be eligible for re-election until the election one year next after the year in which he shall have retired.

17. The nomination and election of persons to hold office as elected Members of the Council shall be as follows:

(a) Not later than two months before the Annual General Meeting in each year the Council shall send to each Member of the Association entitled to vote a list of duly qualified persons whom they nominate for any vacancies about to occur in the offices of President, Vice-President, Honorary Treasurer, Honorary Secretary, and elected Member of Council at the Annual General Meeting. In the list of persons nominated by the Council for the vacancies in the office of elected Member of Council it shall be indicated which of the nominees have previously served on the Council and the period of service in each case.

(b) Not later than twenty-one days after the issue of the Council's list of nominations any four Members of the Association may nominate any other duly qualified Member to fill any vacancy in the office of elected Member of Council by delivering such nomination in writing to the Director together with the written consent of such person to accept office if elected, but each such nominator shall be debarred from nominating any other person for the same election.

(c) Not later than twenty-one days before the Annual General Meeting in each year or such later date as the Council may approve the Council shall send to each Member of the Association entitled to vote a ballot paper containing the names of all persons duly nominated to fill the vacancies referred to in Clauses (a) and (b) of this Article stating which persons are nominated by the Council and giving the names of the Members of the Association by whom every other person, if any, is nominated. Provided that if no candidate or candidates has or have been nominated under the provisions of Clause (b) of this Article the persons nominated by the Council shall be deemed to be duly elected and no ballot papers shall be issued.

(d) In the event of there being a ballot each Member of the Association voting shall strike out or erase sufficient names to reduce the number of names on the ballot paper to the number to be elected to the respective offices. The ballot papers shall be returned so as to reach the Director not later than twenty-one days after their issue by the Council and they shall be so marked and returned as may be from time to time determined by the Council.

(e) At the Annual General Meeting, and if it has been necessary to hold a postal ballot as aforesaid, the Chairman shall nominate five scrutineers for the approval of the Meeting from among the Members of the Association present other than the candidates. The ballot papers shall be delivered unopened by the Director to the scrutineers who shall open them and count the votes and report the result to the Meeting. Such report, if accepted by the Meeting, shall be conclusive on the fact of the election notwithstanding any irregularity or informality. In the event of the scrutineers

being unable to report the election of the prescribed number of persons to fill the vacancies in the Council owing to an equality of votes they shall submit the names of the candidates having the same number of votes to the Chairman of the Meeting who shall determine by his casting vote or votes which such candidate or candidates having such an equality of votes shall be elected.

18. The Department may, on the invitation of the Council, and if the Association is in receipt of a grant from the Department, shall have the right to nominate and appoint not more than three persons (whether Members of the Association or not) as additional Members of the Council, whatever the number of the Council may be, and may remove from time to time one or more of such additional Members and in that event, or in the event of any casual vacancy among such additional Members of the Council, may appoint others in their place. Provided always that the Department shall not be bound to exercise the said right. All nominations, appointments and revocations under this Article shall be made in writing addressed to the Director of the Association, and every Member of the Council so nominated and appointed shall continue to act as a Member of the Council until withdrawn by the Department.

19. Notwithstanding the provisions aforesaid a nominated Member shall cease to be a Member of the Council in any of the events mentioned in Article 20.

20. The office of a Member of the Council shall *ipso facto* be vacated:

- (a) If he becomes bankrupt or suspends payment or compounds with his creditors.
- (b) If he is found lunatic or becomes of unsound mind.
- (c) If by notice in writing to the Council he resigns his office.

(d) If being an Ordinary Member or a director or other officer of a corporate ordinary member he or such corporate ordinary member, as the case may be, ceases to be an Ordinary Member of the Association.

(e) If being an Ordinary Member who has become such under Article 7 (b) or 7 (c) of these presents he ceases to be an Ordinary Member of the Association.

(f) If by virtue of Section 185 of the Act he ceases to be capable of being appointed a Director of a Company.

(g) If he becomes prohibited from being a Director of a Company by reason of any order made under Section 188 of the Act.

21. The Association may by Extraordinary Resolution remove any elected Member of the Council before the expiration of his period of office and may by an Ordinary Resolution appoint another qualified Member in his stead, but any person so appointed shall retain his office so long only as the Member of the Council in whose place he is appointed would have held it if he had not been removed.

22. Subject as aforesaid the Council shall be entitled to appoint a person otherwise eligible for election as a Member of the Council to fill a casual vacancy howsoever caused, and by way of addition to the Council, provided that the maximum number of Members prescribed by these presents be not thereby exceeded. The person so appointed shall hold office until the Annual General Meeting next after his appointment but he shall then be eligible for re-election.

23. No act or resolution of the Council shall be invalidated by reason of the existence of any vacancy or vacancies among Members of the Council, but if the number of the Members of the Council shall be or be reduced to fewer than seven, the Members for the time being may act for the purpose only of filling vacancies on the Council for elected Members of Council or of summoning a General Meeting of the Association.

POWERS OF THE COUNCIL OF THE ASSOCIATION.

24. The Council shall have sole control in regard to all matters relating to the management and organisation of the Association. In addition to the powers and authorities by these presents or otherwise expressly conferred upon them, they may exercise all such powers and do all such acts and things as may be exercised or done by the Association, and not hereby or by statute expressly directed or required to be exercised or done by the Association in General Meeting, but subject nevertheless to the provisions of any Acts of Parliament for the time being in force and of these presents.

25. Without prejudice to the general powers conferred by the last preceding clause and the other powers conferred by these presents, it is hereby expressly declared that the Council shall have the following powers, that is to say:

(a) To make and impose, vary and repeal bye-laws, rules and regulations for the administration and government of the Association and for carrying its objects into effect. Provided always that the same shall not in any way affect, vary or alter the provisions contained in these presents.

(b) To agree and pay the costs, charges and expenses preliminary and incidental to the promotion, formation, establishment and registration of the Association and the preparation, adoption and registration of the Association's Memorandum of Association and of these presents.

(c) To pay all expenses incurred in carrying out the objects of the Association.

(d) Subject to Section 14 of the Act to purchase or otherwise acquire for the Association any property, rights or privileges which the Association is authorised to acquire at such price, and generally on such terms and conditions as they think fit.

(e) To secure the fulfilment of any contracts or any engagements entered into by the Association by mortgage or charge of all or any of the property of the Association, or in such manner as they may think fit.

(f) To take offices or acquire premises for the use of the Association, and to appoint and at their discretion remove or suspend such Directors, managers, secretaries, officers, clerks, agents and servants, whether engaged for permanent, temporary or special services, and to determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as they think fit.

(g) To engage professional or other assistance in connection with the business of the Association and subject to the provisions of the Memorandum of Association to pay reasonable fees or remuneration for the same as they may think fit.

(h) To appoint any person or persons whether incorporated or not to act as trustee or trustees to accept and hold in trust for the Association any property belonging to the Association or in which it is interested, or for any other purposes, and to execute and do all such deeds and things as may be requisite in relation to any such trust and to provide for the remuneration of such trustee or trustees.

(i) To institute, conduct, defend, compound, or abandon any legal proceedings by or against the Association or its officers, or otherwise concerning the affairs of the Association and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Association.

(j) To refer any claims or demands by or against the Association to arbitration and observe and perform the awards.

(k) To make and give receipts, releases and other discharges for money payable to the Association and for the claims and demands of the Association.

(l) To affix the seal of the Association to all deeds and documents requiring the same.

(m) To determine who shall be entitled to sign on the Association's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and other documents.

(n) To invest and deal with any of the monies of the Association not immediately required for the purposes thereof upon such securities for the time being authorised by law for the investment of trust funds and in such manner as they may think fit, and from time to time to vary or realise such investments, subject nevertheless to the provision contained in the Memorandum of Association.

(o) To enter into all such negotiations and contracts and to rescind and vary all such contracts and execute and do all such acts, deeds and things in the name and on behalf of the Association as they may consider expedient for or in relation to any of the matters aforesaid or otherwise for the purposes of the Association.

(p) To delegate any of their powers (other than their powers under Article 22 and Article 12 (e) hereof) to committees consisting of two or more members of their body together with any other Members of the Association who are not Members of the Council: provided always that such Members in Committee who are not also Members of Council shall not exceed one-half in number of each committee respectively and that their co-optation be subject to the approval at all times of the Council and to make and impose upon such committees such rules and regulations as to their meetings, proceedings and otherwise and to vary the same from time to time as they shall think fit.

(q) To set up, constitute and organise local branches, specialist groups or other dependent organisations of the Association, consisting of Members of the Association, in such places as they may think fit and to appoint or authorise the members of such organisations to appoint committees consisting of Members of the Association to control and manage such organisations and to define the powers and duties of such organisations and committees and to make and impose bye-laws, rules and regulations for the administration and government of such organisations and of such committees and to delegate any of their powers to such organisations and to such committees as they may deem fit.

(r) To apply for or oppose the application by others for patents, concessions, rights, charters and legislative acts and authorisations from any Government or authority.

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(s) To appoint at any time and from time to time by power of attorney under the seal of the Association any Members of the Association to be the attorneys of the Association for such purposes with such powers and for such period and subject to such conditions as the Council may from time to time think fit, but so that the Council shall not be at liberty to delegate to any such attorneys any of the discretions vested in the Council by these presents. Any such appointment may (if the Council think fit) be made in favour of the members or any members of any local branch established as aforesaid, and any such power of attorney may contain such provisions for the protection or convenience of persons dealing with such attorneys as the Council think fit.

(t) To exercise the powers conferred by Section 35 of the Act and such powers shall accordingly be vested in the Council.

(u) To make provision for compliance with any regulation which may be attached by the Department to the payment of grant.

PROCEEDINGS OF THE COUNCIL.

26. The Council may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit, and may determine the quorum necessary for the transaction of business. Until the Council otherwise determines five elected Members of the Council shall be a quorum.

27. The Council shall elect from among their number a chairman and a vice-chairman of their meetings and determine the period for which they are to hold office respectively, but if no such chairman or vice-chairman be elected, or if they are not present at the commencement of any meeting of the Council, the Members of the Council shall elect a chairman from those present at that meeting.

28. The Council may at any time and the Director upon request of the Chairman or of any three Members of the Council shall convene a meeting of the Council. In the case of a meeting convened at the request of the Chairman or three Members of the Council the notice of meeting shall state the character of the business to be discussed, and only business of which notice shall so be given shall be discussed at that meeting. Each Member of the Council shall name an address in the United Kingdom at which all notices shall be served upon him, and all notices served at such address shall be deemed to be well served. Questions arising at any meeting of the Council shall be decided by a resolution of the majority of Members present at such meeting. In the event of the vote being equally divided the Chairman shall have a casting vote in addition to the vote to which he is entitled as a Member of the Council.

29. A meeting of the Council for the time being at which a quorum is present shall be competent to exercise all or any of the authority, powers and discretions by or under the Articles of Association for the time being vested in or exercisable by the Council generally.

30. The meetings and proceedings of any committee appointed by the Council under Article 25 (p) shall be governed by the provisions herein contained for regulating the meetings and proceedings of the Council, so far as the same are applicable thereto, and are not superseded by any regulation made by the Council under Article 25 (p).

31. All acts done by any meeting of the Council or by a committee of the Council or by any person acting as a Member of the Council shall notwithstanding that it shall be afterwards discovered that there was some defect in the appointment or continuance in office of the Council, or such committee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every person had been duly appointed or had duly continued in office and was qualified to be a Member of the Council or of such committee.

MINUTES.

32. The Council shall cause minutes to be duly entered in books provided for the purpose:

(a) Of all appointments of officers.

(b) Of the names of the Members of the Council present at each meeting of the Council, and of any committee of the Council.

(c) Of all orders made by the Council and committees of the Council.

(d) Of all resolutions and proceedings of General Meetings and of meetings of the Council and committees.

33. Any such minutes of any meeting of the Council or of the committees, or of the Association, if purporting to be signed by the chairman of such meeting, or by the chairman of the next succeeding meeting, shall be receivable as *prima facie* evidence of the matters stated in such minutes.

DIRECTOR.

34. There shall at all times be a Director or other responsible officer who shall be appointed by the Council and entrusted with the general direction and supervision of the work undertaken by, and who shall have charge of all books, papers and other property belonging to the Association. Such officer is not appointed or empowered to act as a Director or to receive Director's fees within the meaning of the Act.

HONORARY OFFICERS.

35. (a) The Association may at any Annual General Meeting on the nomination of the Council appoint as Honorary Officers one President, not more than four Vice-Presidents, an Honorary Treasurer, and an Honorary Secretary who shall be *ex-officio* Members of the Council. Two immediate Past-Presidents may also be nominated in accordance with Article 14.

(b) The President and Vice-Presidents shall be such persons, whether Members of the Association or not, whose appointment will be advantageous to the interest and objects of the Association. No person shall hold the office of President for more than two years in succession. The period of office of a Vice-President shall be three years and he shall be eligible for immediate re-election for a second term of office.

(c) The Honorary Treasurer shall be empowered to examine the financial records of the Association and to report to the Annual General Meeting or to the Council on the financial situation of the Association. He shall be a Member of the Association and shall be chosen from those who are or have been Members of Council. He shall retire each year but shall be eligible for re-election at each Annual General Meeting.

(d) The Honorary Secretary shall assist the Director in matters of policy concerning the affairs of the Association, and shall be empowered to examine the records of the Association and to report to the Council on the general position of the Association at any time. He shall be a Member of the Association and shall be chosen from those who are or have been Members of Council. He shall retire each year but shall be eligible for re-election at each Annual General Meeting.

SEAL.

36. The Council shall provide for the safe custody of the seal, and the seal shall never be used except by the authority of the Council or a committee thereof previously given, and in the presence of at least two Members of the Council who shall sign every instrument to which the seal is affixed, and every such instrument shall be countersigned by the Director or some other person appointed by the Council.

GENERAL MEETINGS.

37. General Meetings of the Association shall be held once in every year at such time (not being more than fifteen months after the last preceding meeting) and place as may be prescribed by the Council. Such General Meetings shall be called Annual General Meetings. All other General Meetings of the Association shall be called Extraordinary Meetings.

38. The Council may, whenever they think fit, convene an Extraordinary Meeting, and Extraordinary Meetings shall also be convened on such requisition as is provided by Section 132 of the Act.

39. Subject to the provisions of Section 141 (2) of the Act relating to Special Resolutions, in the case of an Annual General Meeting twenty-one days' notice, and in the case of any other General Meeting fourteen days' notice to the Members, other than any Members who are not entitled to receive notices from the Association, exclusive of the day when the notice is served or deemed to be served and of the day for which notice is given specifying the place, day and hour of the meeting, and in case of special business the general nature of such business shall be given and notice sent by post or otherwise served as hereinafter provided.

40. With the consent of all the Members entitled to receive notices thereof, or of such less proportion as may be prescribed by the Act, a meeting may be convened by such notice and in such manner as those Members may think fit.

41. The accidental omission to give any such notice to or the non-receipt of any such notice by any of the Members shall not invalidate any resolution passed at any such meeting.

PROCEEDINGS AT GENERAL MEETINGS.

42. The business of an Annual General Meeting shall be:

(a) To receive and consider the accounts, the balance sheet and the reports of the Council and of the Auditors.

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(b) To elect Members of the Council and other officers in the place of those retiring by rotation.

(c) To provide for the remuneration of the Auditor or Auditors.

(d) To transact any other business which under these presents ought to be transacted at an Annual General Meeting.

All other business transacted at an Annual General Meeting and all business transacted at an Extraordinary Meeting shall be deemed special. If any Ordinary Member of the Association has any proposal or any matter which he wishes to make or bring before an Ordinary Meeting he shall give fourteen days' written notice thereof to the Director.

43. Every meeting of the Association shall be presided over by the Chairman, or Vice-Chairman, of the Council, and in their absence the meeting shall elect a chairman from the Members of the Council then present or, if none be present, from the Members of the Association.

44. For all purposes the quorum of a General Meeting shall be twenty-five Ordinary Members of the Association present.

45. No business shall be transacted at any General Meeting unless the quorum requisite shall be present at the start of the business.

46. If within half an hour from the time appointed for the meeting a quorum is not present the meeting, if convened upon such requisition as aforesaid, shall be dissolved, but in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at such adjourned meeting a quorum is not present those Ordinary Members who are present shall be a quorum and may transact the business for which the meeting was called.

47. Every question submitted to a meeting shall be decided in the first instance by a show of hands, and in the case of an equality of votes the Chairman shall, both on a show of hands and at a poll, have a casting vote in addition to that to which he may be entitled as an Ordinary Member. Every Ordinary Member shall have one vote and no more and no other Member shall be entitled to vote. A corporate Ordinary Member may vote as provided by Section 139 of the Act.

48. At any General Meeting, unless a poll is demanded by the chairman or by five Members entitled to vote, or by such number of Members as may be authorised by the Act to demand a poll, a declaration by the chairman that a resolution has been carried, or carried by a particular majority, or lost, or not carried by a particular majority, and any entry to that effect in the book of proceedings of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

49. If a poll is demanded as aforesaid it shall be taken in such manner, including if necessary by postal ballot, and at such time within twenty-eight days and at such place as the chairman of the meeting directs, and either at once or after an interval or adjournment or otherwise, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The demand for a poll may be withdrawn.

50. On a poll votes may be given either personally or by proxy. A proxy shall be appointed in writing under the hand of the appointer, or of his attorney, or if such appointer is a corporate body, under the signature of a Director or other officer thereof. Any instrument appointing a proxy may be printed or in writing, or partly printed and partly in writing, and duly stamped and shall be as nearly as may be in the following form:

ASLIB.

I, _____, of _____,

being a Member of the above-named Association, hereby appoint

_____, of _____,

whom failing, _____, of _____,

as my proxy to vote for me and on my behalf at the Annual General or Extraordinary General Meeting of the Association to be held on the _____ day of _____, 19____, and at any adjournment thereof.

Signed by the said _____ this _____ day of _____, 19____,

in the presence of _____;

or in such other form as the Council may approve or the Companies Act permit or require.

51. The instrument appointing a proxy shall be deposited at the office not less than twenty-four hours before the time of holding the meeting at which he proposes to vote. A proxy need not be a Member of the Association.

52. The chairman of a General Meeting may with the consent of the meeting adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

53. Any poll demanded on the election of a chairman of a meeting or on any question of adjournment shall be taken at the meeting and without adjournment.

54. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded.

ACCOUNTS.

55. The Council shall cause to be kept proper books of accounts with respect to (a) all sums of money received and expended by the Association, and the matters in respect of which the receipt and expenditure takes place, (b) all sales and purchases of goods by the Association, and (c) the assets and liabilities of the Association.

56. The books of account shall be kept at the office or at such other place or places as the Council think fit, and shall at all times be open to inspection by Members of the Council.

57. The Council may from time to time determine at what times and places, and under what conditions or regulations, the accounts and books of the Association, or any of them, shall be open to the inspection of the Members.

58. At the Annual General Meeting in every year the Council shall lay before the Association an income and expenditure account showing the receipts and expenditure of the Association for the period since the preceding account made up to a date not more than six months before such meeting, together with a balance sheet made up as at the same date.

59. Every such balance sheet shall be accompanied by a proper Report from the Council upon the general state of the Association and by a Report from the Auditors.

60. A printed copy of such income and expenditure account, balance sheet, and reports shall, not less than twenty-one clear days previous to such meeting, be served on every Member of the Association in the manner in which notices are hereinafter directed to be served, and a copy shall also be sent to the Department.

AUDIT.

61. Once at least in every year the accounts of the Association shall be examined and the correctness of the income and expenditure account and of the balance sheet ascertained by one or more properly qualified Auditor or Auditors.

62. Auditors shall be appointed and their duties regulated in accordance with Sections 159, 160, 161 and 162 of the Act, or any statutory modification, extension or re-enactment thereof for the time being in force.

63. The balance sheet shall be signed on behalf of the Council by the Honorary Treasurer and the Director and by two other Members of the Council and the Auditors' Report shall be attached to the balance sheet, and the Report shall be read before the Association in General Meeting and shall be open to inspection by any Member.

NOTICES.

64. A notice may be served by the Association upon any Member either personally or by sending it through the post in a prepaid envelope or wrapper addressed to such Member at his registered place of address.

65. Each Member shall from time to time notify to the Association an address which shall be deemed his registered place of address within the meaning of the last preceding clause. If he shall not have named such an address he shall not be entitled to any notices.

66. Any notice sent by post to an address within the United Kingdom shall be deemed to have been served on the day following that on which the envelope or wrapper containing the same was posted, and in proving such service it shall be sufficient to prove

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that the envelope or wrapper containing the notice was properly addressed, prepaid and posted. A certificate in writing signed by the Director or other officer of the Association that the envelope or wrapper containing the notice was so addressed, prepaid and posted shall be sufficient evidence thereof.

67. The signature to any notice given by the Association may be written, printed, typewritten, lithographed, photographed or reproduced in any other way.

68. Every notice or application to the Council or the Director or the Association, except where otherwise specifically provided, shall be sufficient if the same be signed by the person or persons giving or making the same, and be given to the Director or be left at the office addressed to him between the hours of ten in the forenoon and four in the afternoon of any working day excepting Saturday, or be forwarded to him at such office by post prepaid, and every person giving or making such notice or application shall be entitled to require an acknowledgment by the Director of the receipt of such notice or application.

INDEMNITY.

69. Subject to the provisions of Section 205 of the Act, every Member of the Council, Director and other officer or servant of the Association shall be indemnified by the Association against, and it shall be the duty of the Members of the Council out of the monies of the Association to pay all costs, losses and expenses, including travelling expenses, which any such officer or servant may reasonably incur or become liable to by reason of any contract entered into or act or thing done by him as such officer or servant or in any way in the discharge of his duties.

ARBITRATION.

70. If and whenever any difference shall arise between the Association and any of the Members or their respective representatives touching the construction of any of the Articles herein contained, or any act, matter, or thing made or done, or to be made or done or omitted, or in regard to the rights and liabilities arising hereunder or arising out of them, such difference shall be forthwith referred to two Arbitrators—one to be appointed by each party in difference—or to an Umpire to be chosen by the Arbitrators before entering on the consideration of the matters referred to them, and every such reference shall be conducted in accordance with the provisions of the Arbitration Act 1950.

WINDING UP.

71. The provision of Clause 9 of the Memorandum of Association relating to the winding up and dissolution of the Association shall apply and have effect as if the same were repeated in these presents.



NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS.

CHARLES LE MAISTRE,
Technical Adviser,
Lea Gate House,
Bramley, Surrey.

JOHN FRANK STANLEY,
Assistant Technical Director,
British Standards Institution,
28 Victoria Street, S.W.1.

THOMAS MARTIN HERBERT,
Scientific Research Manager,
British Railways—L.M.R.,
Euston Station, N.W.1.

BENJAMIN FULLMAN,
Information Officer,
British Non-Ferrous Metals Research Association,
Euston Street, N.W.1.

IRENE SHRIGLEY,
Librarian,
The Institute of Bankers,
11 Birchlin Lane, E.C.3.

JOHN EDGAR WRIGHT,
Librarian,
Institution of Electrical Engineers,
Savoy Place, W.C.2.

ARCHIBALD ERNEST CUMMINS,
Librarian,
The Chemical Society,
Burlington House, W.1.

Dated this 7th day of April, 1949.

Witness to the above signatures:

ROBERT ARTHUR FAIRTHORNE,
Principal Scientific Officer,
Royal Aircraft Establishment,
Farnborough, Hants.

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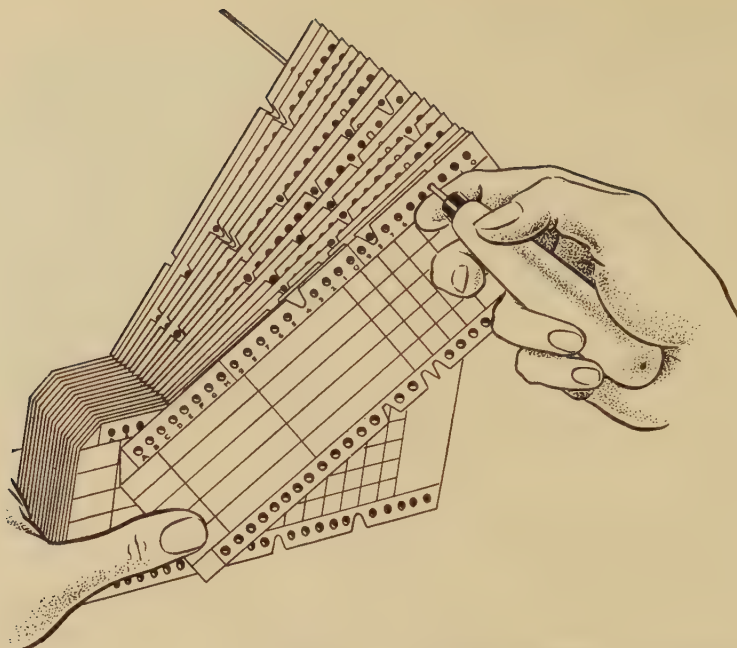
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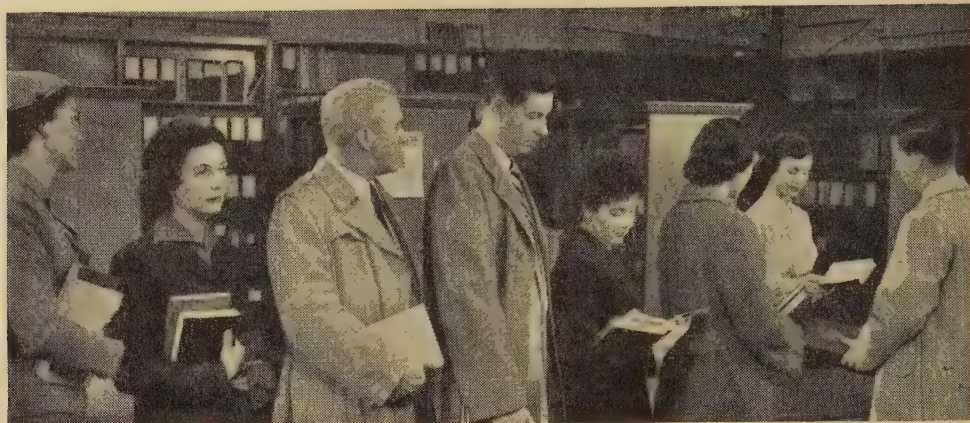
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